



Trust for Nature

Position Description

Position	Conservation Program Manager
Location	South West Area
Employment status	1.0 FTE Ongoing
Remuneration	3.2 + superannuation
Reporting line	Area Manager

About us

Trust for Nature is a not-for-profit organisation that works to protect native plants and wildlife in cooperation with private landowners. Created in 1972 under the Victorian Conservation Trust Act 1972 (Vic), Trust for Nature has a proud history of working across the government, not-for profit and private sectors to achieve permanent protection of important conservation land across Victoria. We have a culture that supports and inspires conservation, achievement and personal development, both within the workplace and beyond.

Our Vision

A future in which Victoria's nature is valued, protected and thriving

Our Purpose

We work with Victorians to protect nature on private land forever.

Trust for Nature Values

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian Community. Our values are the foundation of our culture and guide how we work together, with our stakeholders, partners and the community.

The Trust's values are;

- Nature – we really really love nature!
- Forever – we think long term
- Together – we work collaboratively and with care

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About the role

Working closely with the Area Manager and Covenanting team this role drives more and better private land conservation in the Glenelg-Hopkins region. The role supports landholders who have an existing conservation covenant while working with landholders to protect new properties for conservation, forever.

This role serves as a key voice for private land conservation across the region. It calls for a strong connection to the Glenelg Hopkins region, knowledge of the local ecology and Victoria's Ecological Vegetation Classes, and flora and fauna. The role requires proficient knowledge of site assessment, monitoring methods, data collection and analysis, and report writing, and excellent written and verbal communication, attention to detail, and ability to liaise with many different stakeholders, including ability to manage conflict, and also discuss philanthropic opportunities. The ability to work independently as a part of a small, regionally dispersed team is essential.

Key Relationships

- Area Manager
- Covenanting Team
- Regional staff
- Landholders (existing covenantors and potential new)
- Local community stakeholders

Key Responsibilities

The primary responsibilities of the role involve delivering core conservation programs regionally including:

- **Accountability and frameworks:** be accountable for the delivery of Trust for Nature's Covenanting Program in the region, with targets relating to landholder engagement, field visits, and number of new covenants secured in region.
- **Communication:** lead advocacy for conservation covenants to internal and external stakeholders including existing covenantors and potential new covenantors. Use excellent written communication skills to prepare complex program documentation. Promote TFN's conservation covenants and adapt communication styles to match audiences. Negotiate new covenants with landholders, and use excellent interpersonal skills to manage conflict.
- **Knowledge and proficiency:** apply ecological expertise to ensure the delivery of core conservation work including applying ecological and business expertise to ensure the delivery of conservation work across all core programs. Undertake site assessments, support landholders, undertake desktop analysis, and write documentation relevant to core programs. Manage data in Salesforce regarding existing covenantors, potential new landholders and property interests for the catchment.
- **Administrative and corporate support:** manage data in salesforce, prepares complex reports relevant to core conservation programs including Management Plans, Letters of Approval for review by the Area Manager. Negotiate these agreements with landholders and relevant staff.
- **Operational service delivery:** As part of core program work across the catchment, undertake site visits and monitoring, landholder liaison, prepare necessary documentation, maintain data in salesforce, report on program progress as required. Work closely with other business units to facilitate conflict resolution processes. Act as the key point of contact in the catchment for conservation covenantors and interested landholders.
- **Occupational health and safety:** Promote a safety culture in the team and ensure compliance with the OHS Management System.

Knowledge and Experience

- Strong understanding of land management practices including relevant Victorian legislation, and understanding of local Ecological Vegetation Communities, flora and fauna, common threats, and recommended management actions.

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- Local ecological knowledge and community connections gained through living or working in the region.
- Excellent written and verbal communication skills, including technical report writing.
- Demonstrated ability to manage and work through complex issues, and utilize excellent time management skills and flexibility to reprioritize workload.
- Experience negotiating with a range of stakeholders including land managers.
- People management experience is desirable.

Key Selection Criteria

- Degree in natural resource management, ecology, or other environmental science.
- At least 5 years of field-work experience
- Demonstrated knowledge and experience relevant to this role.

Specific requirements for all positions at Trust for Nature

A National Police Check is required to be conducted as part of the selection process.

A Working with Children Check is required to be held as part of the selection process.

Health and Safety requirements

Trust for Nature is committed to protecting the safety and wellbeing of its people and ensuring safety is integral to how do our work. In realising this commitment Trust for Nature complies with all relevant health and safety laws including the *Occupational Health and Safety (OH&S) Act 2004* (with its associated regulations and codes).

Join a Workplace Based on Fair Employment

The Trust offers fair employment and career opportunities where possible. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

Balancing your Life

We understand that life balance is an important part of our employees' lives. Wherever possible the Trust offers a range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finish times, working part time, job sharing, working from home, and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

Equal Opportunity Employer

The Trust is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the Trust to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed in the role advertisement.

Privacy Notification

The Trust for Nature affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014* (Vic).

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Other relevant information

- The terms and conditions of employment are similar to those applying in the Victorian Public Service and will be governed by the enterprise agreement applying to Trust staff.
- The position is located in South West Area, and requires frequent travel throughout the Glenelg-Hopkins catchment, and Victoria as required.
- Base office location provided in Warrnambool or working from home office location negotiable. Attendance to Horsham office where the rest of the South West Area team is located is required.
- A current Driver's Licence is necessary, and a car suitable for field work is preferable.
- The Trust promotes a positive work environment, is an equal opportunity employer, values diversity in its staff and encourages learning and development.

The position description may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.