

POSITION DESCRIPTION

	POSITION TITLE:	Catchment Education and Engagement Manager
	POSITION NO.:	000X
	HOURS:	28 hours per week
	STATUS:	Part-time temporary
	CLASSIFICATION:	Band 8A
	OCCUPANT:	VACANT
	LOCATION:	MCMC office; remote working available
	DATE:	27 July 2026

POSITION OBJECTIVES:

- Lead and manage the MCMC Catchment Education & Engagement Team to achieve MCMC objectives.
- Develop and deliver innovative and relevant Catchment Education & Engagement offerings for the community and clients, with a significant portion of time spent on delivery.
- Identify potential funding sources, prepare and coordinate others in the preparation of funding submissions, and develop business opportunities that relate to the functions of the Catchment Education & Engagement Team, to secure and grow adequate funding to ensure long term viability of the Catchment Education & Engagement program.
- Assist the Chief Executive Officer in providing leadership and management for the organisation.
- Review the Catchment Education & Engagement Program and explore, develop, and establish new program delivery models and partnerships for Catchment Education & Engagement in the Merri Catchment.

KEY RESPONSIBILITIES AND DUTIES:

1. Leadership and Team Coordination:

- Provide leadership for the Catchment Education & Engagement Team and lead, mentor, develop, and support direct reports and other staff in collaboration with the Chief Executive Officer.
- Lead cross-functional teams comprising relevant internal MCMC and external Council officers, external consultants, and government staff, established to plan and deliver projects.
- Assist the MCMC Chief Executive Officer in providing leadership and management for the organisation, including implementation of the annual staff performance program and Human Resources policies and procedures.
- Coordinate an annual works plan in collaboration with the Catchment Education & Engagement Team to ensure delivery of projects on time and within budget.
- Investigate additional opportunities for paid events, activities, and programs.

2. Strategy and Policy Development:

- Provide expert advice as part of the review and/or development of MCMC policies and strategies.
- Nurture and support an organisational culture that attracts, rewards, and retains quality staff.
- Support staff to determine professional development needs and opportunities in line with the MCMC EBA.
- Work with the Management Team to ensure a consistency of approach when working with volunteers, clients, government, and the community.
- Undertake a review of MCMC's Catchment Education & Engagement programs and projects to ensure it is contemporary, aligns with MCMC's Strategic Plan, incorporates the Upper Merri community, and relevant to a range of communities – e.g. young people, Culturally and Linguistically Diverse, queer etc.

3. Project and Budget Management:

- In consultation with the MCMC Chief Executive Officer and Operations Manager, determine the total annual budget required for Catchment Education & Engagement Team projects each year.
- Prepare funding applications and submission for grants, contract tenders, Request for Quotes, and sponsorship opportunities etc. and ensure MCMC complies with the conditions of funding agreements and contracts.
- Prepare annual budgets for the Catchment Education & Engagement Team and update the projected budget on a quarterly basis (or more frequently as required).
- Prepare an annual education program and ensure it is undertaken within budget and timelines.
- Liaise with clients, local government officers, state government officers, and funders.

4. Stakeholder Relationships:

- Liaise and develop cooperative working relationships with key stakeholders to facilitate effective delivery of services, implementation of the MCMC Strategic Plan, and promote MCMC's purpose and vision.
- Engage and consult with community/environment groups to develop ongoing working relationships in relation to environmental education and engagement.
- Liaise with MCMC member organisations, government departments and agencies, and environmental education networks; actively participate in network meetings, industry workshops and training and share learnings with the Catchment Education team and others.
- Develop key relationships internally and externally to facilitate and deliver best practice education and engagement outcomes for the community.
- Liaise with internal and external project partners to manage the planning, implementation, major project variations, and reporting of Catchment Education projects.
- Ensure a variety of communications methods and media are used to communicate with the community, stakeholders, member organisations, funders, and clients.
- Support the preparation and acquittal of funding applications, grants, contracts, and service agreements.

5. Program Planning and Delivery:

- Prepare and deliver education and engagement programs as per member Council Service Agreements, grant funding, and fee for service clients.
- Develop and deliver community environmental education and engagement, and citizen science community focused programs relevant to the Merri Creek & Environs, and reflecting MCMC's commitment to working on Country.
- In collaboration with the Coordinator Citizen Science and Waterway Education and Coordinator Biodiversity and Waterway Education (Caring for Country), create an annual (and quarterly) activity plan based on known Service Agreement commitments with member councils, Melbourne Water, grant funding, fee for service etc.
- Support the delivery of the WaterWatch program and ecological education projects in consultation with the Coordinator Citizen Science and Waterway Education.
- Acknowledge the perspectives of the people of Wurundjeri Woi-wurrung Country.

6. Other:

- Responsibilities and other duties included in this Position Description are subject to the Multi-skilling provisions of the Merri Creek Management Committee Inc EBA as varied from time to time.

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Chief Executive Officer
Supervises:	Coordinator Biodiversity and Waterway Education (Caring for Country), Coordinator Citizen Science & Waterways Education. Casual WaterWatch staff.

Internal Contacts:	Manager Environmental Restoration Program, Operations Manager, Environmental Planning Lead, Coordinator Communications & Engagement, Operations & Communications Support Officer
External Contacts:	Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation, Friends of Merri Creek (and sub-groups), Wallan Environment Group, BEAM, Upper Plenty Merri Catchment Landcare Group, MCMC member councils, Melbourne Water, state government departments and agencies (e.g., DEECA, Parks Victoria), community volunteers, community groups, schools, corporate volunteers, contractors, consultants, environment groups, MCMC Committee of Management and Subcommittee members.

ORGANISATIONAL CONTEXT:

Merri Creek Management Committee (MCMC) is a not-for-profit incorporated association established in 1989 to achieve the shared vision of various stakeholders in the Merri Creek catchment. Its members are all the Councils in the Merri Creek Catchment: Darebin, Hume, Mitchell, Merri-bek, Whittlesea, and Yarra, and community groups including Friends of Merri Creek and Wallan Environment Group. Representatives of these member groups form the Committee of Management that guides MCMC's activities. You can find more information on our website – www.mcmc.org.au

Vision:

Healthy Merri and Country. Thriving, protected, and cared for.

Mission:

Lead, support, and work with others in the protection and restoration of Merri Merri Country.

Statement of Purpose:

The purpose of the Merri Creek Management Committee (MCMC) is to lead, in partnership, the preservation of the natural heritage, ecological restoration and repair, and community stewardship, and support the preservation of cultural heritage, of the Merri Creek and tributaries, their corridors and associated ecological communities.

MCMC acknowledges that the Merri Creek flows through the cultural landscape of the Wurundjeri Woi-wurrung and that recognition, reconciliation and engagement with First Peoples is necessary to achieve its purpose.

Occupational Health and Safety (OHS)

MCMC undertakes to provide, as far as practicable, a safe, health, and risk-free work environment for its employees.

Employees are required to participate in the OHS process by:

- Following established safe working instructions, procedures, and policies.
- Taking reasonable care for their own Occupational Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures, and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the relevant OHS representative.
- Actively participating and contributing to inspections, audits, team meetings, and training.
- Ensuring that relevant OHS legislation is complied with.

Managers, Coordinators, Team Leaders, and Supervisors are required to participate in the OHS process by:

- Assisting with the implementation of OHS policies, procedures, guidelines, work instructions, and Control Plans.
- Consulting with employees on OHS issues and supporting OHS representatives in their duties and/or requests.

- Discussion OHS issues as part of team meetings.
- Conducting and documenting system review and inspections of employees and contractors with assistance from the OHS representatives (where necessary), Executive Officer, and/or employees.
- Ensuring appropriate training and instruction is given to employees allowing them to complete jobs safely and without risks to health and safety.
- Taking appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conducting effective induction of all employees, followed by ongoing training to develop and maintain a high level of OHS awareness.
- Assisting with the implementation of Return-to-Work Plans (where needed).
- Ensuring that relevant OHS legislation is complied with.

Risk Management:

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the *Risk Management Procedure* and reporting risk management concerns and improvements to their supervisor and/or manager.

Manage risks in area of responsibility by complying with the OHS policies, procedures, and processes, and implementing appropriate risk management strategies.

Demonstrate MCMC's commitment to implementing best practice risk management processes.

Environmental Sustainability:

MCMC is committed to implementing environmentally sustainable operations and to supporting the community to be more sustainable. MCMC shows this by:

- Providing bicycle racks for staff use
- Recycling e-waste in accordance with relevant legislation
- Making purchases based on the waste hierarchy of avoid, reduce, reuse, and recycle
- Using electricity from renewable energy via solar PV installed at the MCMC office.

Statement of Commitment to Child Safe Standards:

MCMC is a child safe organisation and adheres to the Victorian Child Safe Standards and related legislation. MCMC acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and linguistically diverse backgrounds and those with a disability. All staff must ensure that their behaviours and actions are consistent with these standards and the *MCMC Child Safe Policy*.

Continuous Improvement:

MCMC strives to ensure that we continuously improve service delivery and service performance for our funders, stakeholders, partners, and the community. Managers and Coordinators are responsible for undertaking continuous improvement practices in their area/s of responsibility.

Asset Management:

Staff are responsible for undertaking asset management functions in accordance with MCMC's Asset Management Process.

	YES	NO
POLICE CHECK:		
The incumbent must have and maintain a current Police Check		✓
WORKING WITH CHILDREN CHECK (WWCC):		
The incumbent must have and maintain a current WWCC	✓	

PRE-EMPLOYMENT MEDICAL CHECK:		
The incumbent must undergo a Pre-Employment Medical Check (see below):		
Medical (including fitness for work and functional capacity assessments, muscular-skeletal screening, and drug and alcohol test)		✓
Audio Test		✓

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Manage the Catchment Education & Engagement program, ensuring balanced workload for team members, safety of volunteers, and managing necessary program changes to suit budget and circumstances.
- Manage the Catchment Education & Engagement Program budget and preparation of reports and adjustments as required.
- Management of the Catchment Education & Engagement Team, including staff recruitment, leave and timesheet authorisation, succession planning, training, and performance reviews.
- Pursue funding opportunities and authorise spending approvals in line with MCMC financial delegations.
- In conjunction with the Chief Executive Officer develop recommendations on matters of policy relating to education, engagement, community, communications, organisational, or staff management.

JUDGEMENT AND DECISION MAKING:

- Make decisions about own work practices, plans, and prioritisation.
- Review and support the operations with informed decision regarding workforce planning, and real-time analysis.
- Apply critical thinking and analysis to complex situations, assessing risks and opportunities to address challenges and make informed decisions. Guidance is not always available.
- Make decisions about when to take conflict resolution or disciplinary actions.

SPECIALIST KNOWLEDGE AND SKILLS:

- Extensive knowledge of developing and implementing Catchment Education & Engagement programs in a not-for-profit, social enterprise, and/or for purpose setting.
- Experience in grant writing, fundraising, client liaison, project and budget development, charge out rate calculations, and reporting processes.
- Knowledge of effective and contemporary stakeholder engagement and communications methods.
- Experience in leading business development, pursuing and preparing funding submissions, quotations, and tender documents, and managing and delivering projects within a competitive environment.
- Experience in the use of project management, client management, and billing software.

MANAGEMENT SKILLS:

- Ability to work with minimal supervision and manage own time and a variety of tasks in an organised manner with clear priorities.
- Ability to manage a complex program of Catchment Education & Engagement activities, events, and programs.
- Ability to work both independently and within a team environment.
- Ability to supervise others and lead, mentor, develop and support direct reports and other staff.

INTERPERSONAL SKILLS:

- Demonstrated ability to work independently and liaise with Executive, Committee of Management, other employees, community, and stakeholders.
- Strong written and verbal communication skills, and the demonstrated ability to develop written reports.

- Ability to gain cooperation and assistance from community, stakeholders, clients, and other employees, negotiate and influence outcomes.
- Building and maintaining effective working relationships characterised by mutual respect and honesty with Councils, local community groups, professional bodies, and external stakeholders.
- Demonstrated ability to work with other employees and community volunteers equitably and effectively.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Demonstrated experience (minimum five years in a similar role) leading and managing teams, staff supervision, mentoring, and professional development with the ability to set clear priorities, delegate, and foster a positive culture.
- Demonstrated ability to lead business development, pursue and prepare funding submissions, quotations, and tender documents, and to manage and deliver projects within a competitive environment.
- Ability to maintain a strong client service focus, and a high level of customer service and satisfaction from clients, local government, and stakeholders.
- Demonstrated experience in using creative approaches to initiate, develop, manage, and deliver effective education and engagement programs with people of all ages.
- High level written and verbal communications skills and demonstrated experience in supporting a range of community, government, and agency stakeholders.
- Demonstrated proficiency in the use of Microsoft Office Suite, Sharepoint, social media platforms, and capacity to learn new systems.
- Personal commitment to protecting and restoring the natural environment.

TASK ANALYSIS:

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs				✓
Manual handling weights – below 10 kgs			✓	
Manual handling frequency			✓	
Repetitive manual work				✓
Repetitive bending/twisting				✓
Repetitive kneeling/squatting				✓
Working with arms above head				✓
Lifting above shoulder height				✓
Using hand tools – vibration/powered				✓
Operating precision machinery				✓
Close inspection work			✓	
Wearing hearing protection				✓
Wearing eye protection				✓
Wearing safety shoes/boots/gum boots			✓	
Wearing other relevant PPE			✓	
Working in dusty conditions			✓	
Working in wet/slippery conditions			✓	
Working with chemicals/solvents/detergents			✓	
Washing hands with soap (hygiene)			✓	
Working at heights				✓
Working in confined spaces				✓

Working in chillers (+4 degrees C)				✓
Performing clerical duties		✓		
Working on a keyboard	✓			
Driving cars/utes/ and/or trucks			✓	
Other (please specify)				✓
Other special features (e.g., nature of chemicals, travelling requirements etc.): N/A				

KEY SELECTION CRITERIA:

Essential:

1. Degree in education, environmental education, environmental science, conservation and land management, sustainability or similar and five years demonstrated experience in a similar role.
2. Demonstrated experience leading and managing teams, staff supervision, mentoring, and professional development with the ability to set clear priorities, delegate, and foster a positive culture.
3. Demonstrated experience in using creative approaches to initiate, develop, manage, and deliver effective education and engagement and/or citizen science programs focused on conservation, biodiversity, waterway health, and/or cultural landscapes and Country with people of all ages.
4. High level expertise in project and/or program management including experience with budgets and financial planning, systems and processes, monitoring and reporting.
5. Demonstrated experience and understanding of program development, diversification of program models, program growth, developing partnerships with diverse organisations, and developing community program funding models.
6. Demonstrated ability to lead business development, pursue and prepare funding submissions, quotations, and tender documents, and to manage and deliver projects within a competitive environment.
7. Ability to maintain a strong client service focus, and a high level of customer service and satisfaction from clients, local government, and stakeholders.
8. Excellent organisational, planning, and time management skills; ability to prioritise tasks and meet deadlines.
9. Excellent written and verbal communications skills and interpersonal skills, and the ability to build and maintain effective relationships and partnerships with the community, clients, and staff from local government, and government agencies and departments.
10. Demonstrated proficiency in the use of Microsoft Office Suite, Sharepoint, social media platforms, and capacity to learn new systems.
11. Personal commitment to protecting and restoring the natural environment.

Desirable:

1. Experience in managing education and engagement programs for environmental and/or social justice not-for-profit, social enterprise, and/or for purpose organisation.
2. Knowledge of the Merri Creek and its tributaries and environs.
3. Ability to use CRM databases, CMS, undertake website maintenance, digital communications tools, create content for online platforms.
4. Knowledge and understanding of local colonisation, cultural heritage, and the relationship of Traditional Owners and First Peoples to Country.

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by MCMC during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the Staff Handbook.

AGREEMENT:

I hereby accept and agree the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and EBA and I agree to abide by the terms and conditions stipulated therein.

Name (please print):

Signature:

Date: