

POSITION DESCRIPTION - Daintree Native Nursery Manager

Based at	1506 Cape Tribulation Road, Cow Bay
Reports to	General Manager, Finance and Operations
Direct reports	Nursery workers, including volunteers and occasional casual staff.
Last updated	Aug 2026

About Rainforest Rescue

Rainforest Rescue is an environmental charity with headquarters in Northern New South Wales and rainforest properties in Far North Queensland and Tasmania, including a native nursery in the Daintree lowland rainforest.

Our vision is to **Protect Rainforests Forever**. Our mission is to:

- Rescue vulnerable rainforests by buying threatened properties;
- Restore damaged and fragmented habitat through reforestation;
- Conserve the biodiversity and cultural heritage of Rainforest; and
- Learn from the forest, sharing and raising awareness.

Our Values: The values below reflect the importance of the Rainforest we're protecting:

Ethical - working to the highest ethical standards both internally and with external stakeholders.

Sustainable - ensuring Rainforest Rescue has a light footprint on the planet.

Professional - working in a transparent, innovative and agile way to get the best value for money.

Engaging - proactively listening to our audiences and actively contributing to Rainforest conversations.

Respectful - leading by example and ensuring our work reflects the special sense of place of rainforests.

Collaborative - working in partnership to maximise synergies and impact to Protect Rainforests Forever.

To be successful in Protecting Rainforests Forever, we will need to live and work by these values.

As Nursery Manager, you are expected not only to work by these values personally but to actively uphold and strengthen them within the nursery team and in every interaction with staff, colleagues, volunteers, partners and the community. Protecting the culture we have built is part of the role.

Purpose of the Position

The purpose of the position is to help protect and conserve the unprotected lowland Daintree Rainforest through reforestation and to provide excellent native trees as products for restoration services and partners in the region. The role is based at the Rainforest Rescue Daintree native nursery. The focus of the position is to manage the nursery and nursery staff and support Rainforest Rescue's conservation and community engagement efforts in the wider Daintree area.

Core Responsibilities

Manage all aspects of the nursery, including staff management; seed collection and propagation; plant maintenance; invasive species and pest management; and maintenance of nursery facilities. The role involves engaging and supervising volunteers and the local community in the work of the nursery and wider conservation of the Daintree Rainforest. Nursery expansion planning and implementation is also a key responsibility.

Key Result Areas and Accountabilities

Key duties and responsibilities are grouped below to clarify the main areas of accountability.

1. People Leadership and Volunteer Management

- Staff management, including seed collectors and general nursery workers.
- Staff training and mentorship.
- Volunteer management.
- Foster a collaborative, respectful and psychologically safe nursery environment in which staff feel able to raise ideas, questions and concerns, and model Rainforest Rescue's values in day-to-day conduct.
- Actively develop staff and share learning and development opportunities across the team, enabling staff to take on responsibility and grow.
- Receive and act on feedback constructively, including feedback from staff, colleagues and external experts, and support a culture of continuous learning and improvement.
- The manager actively contributes to and strengthens Rainforest Rescue's culture: staff report feeling supported, heard and able to raise ideas and concerns; feedback flows in both directions, including with colleagues and external experts; and the nursery operates as an integrated part of the wider organisation rather than in isolation.

2. Nursery Operations, Production and Inventory

- Seed collection and propagation, ensuring only appropriate provenance.
- Nursery maintenance, including security of resources on site; management of watering; pest and weed management; and handling and use of fertilisers and potting mix.
- Preparation and management of dispatch of plants.
- Manage ramping up the nursery to the design capacity of 150,000 seedlings per year.
- Manage all plant orders through each phase from seed collection to dispatch and delivery.
- Keep the nursery in top shape for the best public face.
- Manage nursery inventory throughout all cycles, including seed collection, propagation, potting, shade house, hardening area and dispatch.

3. Continuous Improvement, Sustainability, Facilities and Assets

- Optimisation of nursery practices and processes to reduce cost and increase efficiencies whilst maintaining high restoration seedling quality.
- When possible, use non-chemical alternatives to chemical/synthetic pesticides, herbicides and fertilisers.
- Ensure commitment to sustainable nursery practices.
- Track, manage and maintain all equipment at the nursery including but not limited to nursery ute, generator and solar system.

4. Work Health and Safety, Risk and Biosecurity

- Maintain and update a risk assessment and ensure WHS within the workplace.
- Manage biosecurity risks for the nursery.
- Maintain and manage a risk register.

5. Collaboration, Community and Stakeholder Engagement

- Collaborate with RR staff, including the Land Manager and Biodiversity and Nature Impact Lead, and external experts to optimise nursery operations.
- Community engagement, including involving locals and local entities in nursery activities.
- Provide avenues for engaging media, supporters and the public at and through the nursery.
- Organise the annual community tree planting day in collaboration with the Land Manager.
- Support the Partnership Director with grant applications and acquittals when required.
- Provide content and support social media post reviews when possible.

6. Collaboration, Community and Stakeholder Engagement (continued)

- Run nursery tours for supporters and interested parties.
- Represent Rainforest Rescue (RR) within the community as part of our team.

- Liaise with other Rainforest Rescue staff and with nursery suppliers, customers, business partners and donors.
- Maintain a positive working relationship with RR partners.

7. Reporting and Recordkeeping

- Keep records of seed collection, propagation and dispatch.
- Attend a fortnightly meeting with the General Manager, Finance and Operations.
- Provide a monthly report detailing outcomes, any new initiatives and general information on the running of the nursery.
- Provide quarterly contributions to the Board report on nursery operations.
- Maintain records of seeds harvested, including dates and locations.
- Maintain records of trees sent out for planting.

Selection Criteria

Essential

- Demonstrated experience in a native plant nursery, horticulture, plant propagation, ecological restoration or a related field, with practical knowledge of seed collection, propagation, plant health and appropriate provenance.
- A relevant qualification in horticulture and/or nursery production.
- Experience supervising and developing staff and/or volunteers, including training, mentoring and day-to-day work planning.
- Demonstrated ability to manage nursery production workflows, including plant orders, inventory, dispatch, facilities, equipment and competing operational priorities.
- Working knowledge of work health and safety, risk management and biosecurity requirements in an operational workplace.
- Strong organisational, recordkeeping and reporting skills, including the ability to maintain accurate operational and production records.
- Strong communication and interpersonal skills, with the ability to work collaboratively and represent Rainforest Rescue warmly with community members, suppliers, customers, partners, donors, supporters, external experts and media representatives.
- Demonstrated commitment to sustainable nursery practices and Rainforest Rescue's values.
- Genuine commitment to Rainforest Rescue's conservation mission, and a collaborative, low-ego approach: able to defer to colleagues' expertise, share credit and opportunity, take feedback without defensiveness, and put the team and the mission ahead of individual control.

Desirable

- Knowledge of Wet Tropics and/or Daintree lowland rainforest species, native seed collection and local provenance.
- Experience scaling nursery production or implementing nursery expansion and capacity growth.
- Experience supporting ecological restoration or surveys, community tree-planting and engagement activities, grant applications/acquittals and/or communications activities.

Special Requirements

- Some travel and out-of-hours work may be required.
- First Aid Certificate.