



JOB DESCRIPTION – PROJECT OFFICER

Position Title	Project Officer
Employment Benefits	Salary \$82,000 pa pro rata 10% Employer superannuation contribution to 1 July 2022 and then 10.5% 4 weeks annual leave entitlement (pro rata)
Hours of Work	26 hours per week (0.7 FTE)
Responsible to	Convenor, Project Steering Group, Urban Bushland Council WA.

Project Title: - BUILDING COMMUNITY CAPACITY TO CARE FOR URBAN BUSHLAND

Project Overview:

This project is supported by funding from the Western Australian Government's State NRM Program

UBC has received funding for a project to facilitate establishment of new Friends Groups for bushland sites where there is no Friends Group, and to revitalise some Friends groups with falling membership. This may include presenting workshops. The project will develop a volunteer recruitment and retention plan.

UBC plans to help Member Groups stay active, viable and influential, and thus better able to help protect and care for their bushland.

The project will run for just over 12 months and fund a part-time project officer (0.7 FTE) for 12 months.

About the Urban Bushland Council WA Inc.

The Urban Bushland Council (UBC) is the peak community organisation in WA for urban bushland recognition and protection. We are entirely volunteer led and have a membership of >80 community conservation groups and >100 individual supporters. We estimate that we currently have a reach to about 5,000 people involved in conservation volunteering. We provide resources, educational events, and support to our Member Groups, and we advocate to Government for improved protection of our urban bushland.

Job description

The key focus is to facilitate the establishment of 2 new Friends groups, and to revitalise 4 existing groups.

The Project Officer will work with a project steering group and nominated "Friends of" groups to assist them to address challenges around volunteer engagement. The Officer will be working with well-established groups as well as newly formed groups to find ways to strengthen their membership base. The start of the project will include investigating the latest trends in volunteering and then applying these ideas when working with the Friends groups. We will also be identifying training needs for individual groups and accordingly delivering capacity building workshops.

Knowledge gained throughout the project will be brought together to create a volunteer recruitment and retention plan able to be disseminated widely through the conservation volunteer community. Resources developed during the project will be converted into content for the UBC website.

The Project Officer will be based at City West Lotteries House ((CWLH) in West Perth. Travel is required to bushland sites of the Friends of groups included in the project.

A detailed work plan and project schedule including milestones has been prepared for this project.

Project Officer responsibilities:

- Facilitating the formation of at 2 new "Friends of" groups
- Revitalisation of 4 existing but declining "Friends of" groups

- Developing, promoting, and delivering capacity building workshops that support “Friends of” groups engaged in the project
- Investigating the latest trends in volunteering
- Developing a volunteer recruitment and retention plan
- Drafting an end of project report including creating toolkits for the UBC website.
- Other related duties as directed

Skills and experience required:

- Relevant environmental or conservation tertiary qualification or training.
- Group facilitation skills
- Excellent interpersonal and communication (written/verbal) skills
- Experience in planning and delivering training workshops
- Organisational, time and project management skills
- Ability to work independently and as part of a team
- Demonstrated ability to meet targets and achieve results
- Sound competency and confidence in use of IT resources including Microsoft Office Suite
- A current WA Driver’s licence (C Class)
- Experience in working with conservation volunteers will be highly regarded

Please note

Any offer of employment will be subject to a 3-month probationary period

Proof of Covid-19 vaccination will be required

Lodgement of Applications

Applications should be sent to ubc@bushlandperth.org.au and Attention Christine Richardson, Chairperson by the closing date.