



JOB DESCRIPTION – EXECUTIVE OFFICER

Position Title	Executive Officer
Employment Benefits	Salary \$82,000 pa pro rata 10.5% Employer superannuation contribution 4 weeks annual leave entitlement (pro rata)
Hours of Work	15 hours per week, 6 months fixed term
Responsible to	Chairperson, Urban Bushland Council WA.

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 >85 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.

This project: UBC has allocated some of its strategic reserve to employ a part-time, fixed term Executive Officer to strengthen our operations as a peak environmental group by helping us build financial resilience, extend skills in submission writing, enhance our engagement with the community, and build stronger external communications.

About this role:

The Executive Officer will:

- Implement a philanthropy strategy for securing more donations as developed in 2021. This will include securing deductible gift recipient status with Australian Tax Office (ATO), developing the donor messaging and approaching our members, supporters and newsletter list seeking donations.
- Support the transfer of submission writing knowledge and skills from UBC experts into formats that can be delivered to members and future committee members via workshops or a web-based toolkit
- Enhance UBC's community engagement through providing information and advice about a range of conservation issues to members and the public who ask UBC for assistance for their patch. The Executive Officer will collate such information so that it can be made available for future enquiries.
- Strengthen UBC's external communications through development of campaign, event and newsletter content and then targeting our various audiences via various platforms.
- Assist the development of grant application/s to secure further support for these initiatives.

Skills and Experience Required

- A background in environmental science or conservation management and/ or bushland care combined with current knowledge of local bushland and /or wetlands conservation issues
- Enthusiasm for and experience in working with conservation volunteers
- Demonstrated project management, organisational and time management skills
- Excellent interpersonal and communication (written/verbal) skills
- Ability to work independently and collaboratively 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.

Please note: Any offer of employment will be subject to a 2-month probationary period.

Lodgement of Applications

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

Attachments: UBC 5 year Strategic Plan and Annual Operational Plan.