

POSITION DESCRIPTION

Position:	Beyond Yellingbo Project Facilitator
Employer:	Friends of the Helmeted Honeyeater Inc.
Status:	Part-time, 0.32 FTE, (days worked negotiable – hours to be spread across 2 to 3 days)
Tenure:	2 years with 3 month probation period
Salary:	\$46.78/hr, 12 hours per week + super and car/telephone allowances

Position context

The Helmeted Honeyeater is the avifaunal emblem of Victoria. It is a critically endangered sub-species of the Yellow-tufted Honeyeater and is a flagship taxon for the health of swamp and riparian vegetation. The only population of the Helmeted Honeyeater is confined to Yellingbo Nature Conservation Reserve, 50km east of Melbourne. Increasing and improving suitable habitat on private land in the vicinity of the Reserve is critical to the future of the bird and has positive outcomes for other species associated with its ecology.

The Beyond Yellingbo Project engages private landholders in conservation action along all of waterways that flow into and out of Yellingbo Nature Conservation Reserve. Ninety landholders have been engaged in on-ground works through the project since 2017 and further strategic engagement is identified in a 5 year plan.

The role is employed by one of Australia's most successful threatened species community groups, Friends of the Helmeted Honeyeater and is predominantly funded by philanthropic organisations. The Facilitator will enjoy the support of five other Friends of the Helmeted Honeyeater staff.

Position Purpose

The Beyond Yellingbo Project Facilitator will strategically engage landholders that neighbour all of the waterways that flow into and out of Yellingbo Nature Conservation Reserve to conserve and restore suitable habitat on private land.

The position will provide extensive support to the 90+ landholders already engaged through the Beyond Yellingbo project. Support includes the provision of information and advice, sourcing funding for on-ground works and leading the implementation of on-ground works.

Key Objectives and Responsibilities:

Landholder Engagement

- Utilise a variety of methods to engage landholders in conservation action
- Conduct site assessments and prepare restoration plans with interested landholders

- Provide a “one-stop shop” for landholders to access funds from funding organisations and write grant applications where necessary
- Provide opportunities for landholders to increase conservation land management skills and develop networks through events and social media platforms
- Instigate and maintain relationships with all landowners over the life of the project

Land Restoration Coordination

- Prepare project plans for individual properties
- Coordinate and manage on-ground works on properties with landholders and other stakeholders
- Regularly liaise with landholders regarding progress of on-ground works
- Supervise all contractors and volunteers working on revegetation projects
- Ensure on-ground works are implemented on time and within budget

Administrative Duties

- Maintain an excellent liaison with landholders, the project partner community groups and key stakeholders such as Yarra Ranges Council, Port Phillip and Westernport Catchment Management Authority, Melbourne Water, Parks Victoria, Department of Environment, Land, Water and Planning and Trust for Nature.
- Maintain databases and metrics of project activities
- Develop and maintain promotional and educational information
- Prepare articles for conservation newsletters and project updates for landholders and stakeholders
- Present project updates to audiences in NRM forums
- Prepare a bi-monthly report for Beyond Yellingbo Steering Group
- Provide reports to funding organisations as required

Specialist Skills and Knowledge

- Sound knowledge and experience in implementing on-ground conservation works
- Sound knowledge of indigenous plants and weed identification
- Level 2 first aid certificate (preferred)
- Proficient computer skills (Microsoft suite of applications)
- Excellent interpersonal skills, including good written and verbal communication

- Minimum of a Degree or Diploma in Environmental Science, Natural Resource Management, or related field and/or extensive relevant experience

Key Selection Criteria

- Relevant qualifications in environment/natural resource management or related discipline, or extensive relevant experience
- Demonstrated knowledge of conservation land management practices and ecological restoration initiatives
- Experience in managing the implementation of on-ground conservation works including sourcing funding for projects
- Experience in engaging community in conservation action and the ability to negotiate positive solutions with people that have different backgrounds, ages and values
- Strong communication skills including the capacity to articulate the story of the project with participants, stakeholders and the broader community, prepare
- A demonstrated ability to quickly establish, foster and maintain relationships with a wide range of stakeholders
- Knowledge of, and affinity with, the local community in the project area is highly desirable

Accountability

- The position is accountable to the Friends of the Helmeted Honeyeater Committee of Management. The project is overseen by a Steering Committee comprised of representatives of the Friends of the Helmeted Honeyeater, Johns Hill Landcare, Macclesfield Landcare and Monbulk Landcare groups.

OH&S and Risk Management

- Compliance with relevant OH&S legislation

Performance Management

- A review will be held at the end of the 3 month probation period
- A performance review will be conducted annually (prior to the end of the 12 month contract)

General

- The position is based at Yellingbo Nature Conservation Reserve, Yellingbo and will involve some local area travel.
- Reasonable physical fitness is required to conduct field based work
- A current Victorian driver's license and own vehicle is essential
- Ability to work a flexible schedule across weekdays and with limited weekend work by negotiation to accommodate meetings, liaison with various stakeholders and events
- Allowances will be paid for telephone and personal vehicle use