

# Trust for Nature

## Position Description



<b>Position:</b>	Restoration Program Lead
<b>Program:</b>	Conservation Markets
<b>Location:</b>	Melbourne (will consider regional Victoria)
<b>Employment status:</b>	Full time position two year fixed term contract
<b>Remuneration:</b>	TFN Grade 4.1.1 - 5.1.1 (FTE \$89,153 - \$102,865) (salary commensurate with experience) plus 9.5% superannuation
<b>Reports to:</b>	Conservation Markets Manager

### Introduction

Trust for Nature is a not-for-profit organisation that works to protect native plants and wildlife in cooperation with private landowners. The Trust was established in 1972 to provide a way for people to donate money or land to protect native vegetation that is found on private properties across the State. We have since evolved into one of Victoria's primary private land conservation organisations, with several tools to help people protect biodiversity on their land.

### Our Mission

We work collaboratively to protect nature on private land forever.

### Overall Position Context

The recently announced *Growing jobs in land restoration and carbon storage* initiative includes a *Nature Restoration for Carbon Storage – BushBank* program that will fund revegetation and restoration in strategic locations across Victoria to increase carbon sequestration and restore habitat. Delivered by the Victorian Department of Environment, Land, Water and Planning (DELWP), the BushBank program will have multiple streams. This position will work within the multi-million dollar Private Land Restoration stream, which will implement long term (~15 year) land management agreements that restore private land to increase carbon sequestration. Some or all of the private land within the program will be permanently protected using Trust for Nature conservation covenants.

With DELWP, Trust for Nature will be a member of the Program Design Group that will lead the co-design process for the BushBank Private Land Restoration program, and will have an ongoing role in implementing the program across the life of the long term land management agreements. The co-design process will include governmental and non-governmental organisations working on restoration and nature conservation in Victoria, Traditional Owners and philanthropic organisations. A key focus area for this position is to lead stakeholder engagement and design components that maximise leveraged funding, to ensure consideration of, and where possible alignment with, other programs or projects and to encourage private landowner participation.

This role presents an exciting opportunity to help shape and manage an ambitious program to simultaneously achieve climate change and biodiversity outcomes on private land across Victoria.

## Key Relationships

- Internal
  - Conservation Markets Manager
  - Policy Advisor
  - Chief Executive Officer
  - Regional / Area Managers
  - Regional Operations Manager
  - Conservation Science Advisor
- External
  - Victorian Department of Environment, Land, Water and Planning
  - Not-for-profit conservation and restoration organisations
  - Catchment Management Authorities
  - Traditional Owners and Aboriginal Victorians
  - Private sector parties working in the carbon market
  - Philanthropic organisations
  - Relevant experts both within and outside Victoria

## Key Responsibilities

The primary responsibilities of the role include:

- Key Trust for Nature staff member working on the Bushbank Private Land Restoration program
- Trust for Nature representative on the BushBank Program Design Group (with DELWP), which will be responsible for delivering:
  - Program consultation and co-design
  - Expression of Interest guidelines, with supporting materials (model agreements and management plans, field officer manuals)
- Working with partners to identify co-funding opportunities for projects funded under the program
- Overseeing implementation of program within Trust for Nature, including obtaining internal approvals
- Setting up financial reporting, documentation and other systems and processes required for implementing program from Trust for Nature's perspective

## Knowledge and Experience

- Required
  - Tertiary qualifications in environmental management, public administration, law, finance, business management, or other relevant discipline
  - Demonstrated experience in the land restoration sector, ideally within Victoria
  - Good understanding of environmental market based instruments and tender programs
  - Excellent interpersonal skills and ability to build relationships
  - Well-developed communication and negotiation skills
  - Demonstrated experience in self-directed work with limited supervision
  - Proficiency in Microsoft Office suite and moderate level IT skills
- Desirable
  - Familiarity with the Australian regulated and voluntary carbon market in the land sector
  - Familiarity with the key players within the Victorian and Australian land restoration and nature conservation sectors
  - Knowledge of and experience with private land conservation protection mechanisms

## Key Selection Criteria

- Demonstrated experience in the land revegetation and restoration sector
- Demonstrated competency in planning and running consultative processes, including workshops, and the preparation of associated documentation and reports
- Demonstrated experience in or understanding of environmental program design, and how to set up the financial reporting and other internal systems and processes required to support such programs
- High level of interpersonal skills and a demonstrated ability to work effectively with staff and external stakeholders to achieve positive outcomes
- Demonstrated capacity to manage multiple tasks within strict timelines
- Demonstrated experience with or understanding of market based instruments and tender programs

## Trust for Nature Values

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian Community. Our values are the foundation of our culture and guide how we work together, with our stakeholders, partners and the community.

The Trust's values form the acronym **CREST – Collaboration, Respect, Efficiency, Support and Trust**.

## Specific requirements for all positions at Trust for Nature

A National Police Check is required to be conducted as part of the selection process.

## Health and Safety requirements

Trust for Nature is committed to protecting the safety and wellbeing of its people and ensuring safety is integral to how do our work. In realising this commitment Trust for Nature complies with all relevant health and safety laws including the Occupational Health and Safety (OH&S) Act 2004 (with its associated regulations and codes).

## Join a Workplace Based on Fair Employment

The Trust offers fair employment and career opportunities where possible. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

## Balancing your Life

We understand that life balance is an important part of our employees' lives. Wherever possible the Trust offers a range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finish times, working part time, job sharing, working from home, and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

## Equal Opportunity Employer

The Trust is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the Trust to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed in the role advertisement.

## Privacy Notification

Trust for Nature affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

## Other relevant information

- The terms and conditions of employment are similar to those applying in the Victorian Public Service and will be governed by the enterprise agreement applying to Trust staff;
- The position may require occasional travel throughout Victoria, therefore a current Driver's Licence is useful but not necessary;
- The position is located at Level 5/379 Collins Street, Melbourne (**willing to consider regional Victoria with some commuting to Melbourne office**);
- The Trust promotes a positive work environment, is an equal opportunity employer, values diversity in its staff and encourages learning and development

The position description may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.