



Trust for Nature

Position Description

Position	Area Manager
Projects/Programs	Multiple
Location	North East Area
Employment status	1.0FTE – 0.8 FTE (Permanent)
Reporting line	Director, Regional Delivery

About us

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.

Trust for Nature is Victoria's dedicated private land conservation organisation. Created in 1972 under the *Victorian Conservation Trust Act 1972 (Vic)*, Trust for Nature has a proud history of working across the government, not-for profit and private sectors to achieve permanent protection of almost 100,000 hectares of important conservation land across Victoria. Our staff are dedicated professionals with a strong focus on values. As a result, we have a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond. As a founding member of the Australian Land Conservation Alliance, and an active member of the International Land Conservation Network, Trust for Nature takes a leading role on both the national and international stage to develop and promote initiatives that benefit private land conservation.

Our Mission

We work collaboratively to protect nature on private land forever.

TFN POSITION DESCRIPTION

About the role

This role is integral in the delivery of Trust for Nature's key projects in the North East area which includes the North East and Goulburn Broken catchments. Reporting to the Director, Regional Delivery, this role manages a team of people, to deliver Trust for Nature's core conservation programs and projects across these catchments. The Area Manager is a Senior Management Team member, and plays an active role in supporting the organisation to achieve its strategic objectives.

The Area Manager's role is one of leadership and coordination across the catchments. The position requires the cultivation of active relationships with new and existing funding partners to leverage funding opportunities and expand delivery of statewide corporate and conservation goals and to oversee the delivery of strategic conservation programs and projects.

Key Relationships

- Chief Executive Officer
- Executive Leadership Team
- Director, Regional Delivery
- Chief Conservation Scientist
- Covenanting team
- Area Managers
- Regional staff
- Other business units
- Committees of Management
- Stakeholders
- Landholders

Key Responsibilities

The key responsibilities of the role are:

- **Leadership and team management:** Lead and manage the North East area staff, providing guidance, motivation, and direction to ensure the effective delivery of core programs and projects within the area.
- **Program and project delivery:** Oversee the timely and successful delivery of core programs and projects within the Area. Take an active role in ensuring the delivery of these programs and projects, including legal and issues resolution. Review and approve all documentation prepared by North East area staff (Deed of Covenant, Management Plans, Letters of Approval, request for legal advice, communications materials, reports) before documentation is sent to other business units or external stakeholders.
- **Stakeholder engagement:** Build and maintain positive relationships with local external stakeholders, including Traditional Owners, agency partners, and community groups. Support Committees of Management (CoMs) to manage reserves in the area, and act as the key point of contact between TFN and CoMs. Represent TFN at CMA partnership meeting and other forums in the area. Work closely with other business units to host events in the area, for Trustees, donors and partners.
- **Budget and resource management:** Have high level oversight of the area's project budget/s, supporting the Project Manager to deliver projects within budget, ensuring compliance with financial guidelines. Ensure the area's resources are managed effectively.
- **Compliance and reporting:** Ensure compliance with policies, procedures, and regulatory requirements. Provide regular and accurate reports on program and project progress, outcomes, and financial performance to relevant stakeholders. Act as member of the OHS Committee for the North East area, delegating to other staff where appropriate.
- **Strategic planning and development:** Contribute to the development and implementation of strategic plans and initiatives in the area, aligning with broader organisational strategies and goals. Work closely with the Statewide Operations Manager and other business units, to apply for government grants for strategic projects.

TFN POSITION DESCRIPTION

- **Performance monitoring and evaluation:** Monitor program and project performance, evaluate outcomes, and identify opportunities for improvement. Implement appropriate monitoring and evaluation mechanisms to assess the effectiveness and impact of programs and projects.
- **Occupational health and safety:** Promote a safety culture in the team and ensure compliance with the OHS Management System.

Knowledge and Experience

- **Biodiversity conservation expertise:** strong understanding of conservation principles and practices.
- **Leadership and team management:** Demonstrated leadership skills and experience managing teams, and an ability to foster collaboration and create a positive work environment.
- **Project management:** Experience managing projects, including scoping, grant writing, negotiation, planning, implementation, delivery, and evaluation.
- **Stakeholder engagement and partnerships:** Proven ability to engage with stakeholders at all levels.
- **Financial and resource management:** Knowledge of financial and resource management principles and the ability to track budgets, and optimise resources.
- **Strategic conservation planning:** Experience in developing and implementing strategic projects aligned with Trust for Nature core business.
- **Compliance and regulatory knowledge:** Understanding of relevant laws, regulations, and compliance requirements. Ability to ensure adherence to government and organisation policies and reporting frameworks.
- **Occupational health and safety:** Understanding of OHS legislation, regulations and standards in Victoria. Experience leading a team of people to work safely and in line with an organization's OHS system.
- **IT skills:** Possess relevant IT skills, particularly Microsoft Office suite, Salesforce, and GIS Software.

Key Selection Criteria

- Degree in environmental science, natural resource management, or similar, or equivalent experience.
- At least 10 years of experience working in the environmental sector.
- Demonstrated knowledge and experience relevant to this role.

TFN POSITION DESCRIPTION

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** – **C**ollaboration, **R**espect, **E**fficiency, **S**upport and **T**rust.

Specific requirements for all positions at Trust for Nature

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

A Working with Children Check is required to be held 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 we 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

The 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 (Vic)*.

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 requires frequent travel throughout the North East area. A current Driver's Licence is necessary, and a car suitable for field work is preferable.

TFN POSITION DESCRIPTION

- The position is located in the North East area, with travel throughout the North East and Goulburn Broken catchments and Victoria as required.
- 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.