



## COORDINATOR JOB AND PERSON SPECIFICATION

Title of Position: Coordinator, Port Environment Centre

Salary: \$71K - \$74K (FTE) + superannuation

Hours: 0.6FTE (Wed, Thurs, Friday)

Note Special Conditions: Some out of hours may be required

Location: Port Adelaide

**Type of appointment:**

**Temporary**

**Contract - 12 months**

**Job and Person Specification Approval**

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**Acknowledged by Occupant**

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## **CONTEXT STATEMENT**

The Port Environment Centre is a community driven organisation and 'gathering place' that supports the community in living sustainably, valuing, caring for, learning about and enjoying the experience of the natural coastal, marine and estuarine environment.

Through the efforts of volunteers and part-time staff, the Port Environment Centre (PEC) provides a range of community and environmental services including reference material and referrals, volunteer programs, workshops, training, a meeting space, information, resources and equipment.

The PEC is currently funded by the Adelaide and Mount Lofty Ranges Natural Resources Management Board and auspiced by KESAB. PEC is managed by a community advisory committee who are responsible for the direction and decision making for the centre.

## **JOB SPECIFICATION**

### **PRIMARY PURPOSE OF POSITION:**

The role of the Coordinator is to facilitate the involvement of community members, volunteers and key stakeholders to achieve the PEC's objectives to support

environmental management and restoration in the area, through the provision of appropriate linkages, information, events, training, equipment and a physical venue.

The Coordinator, while employed by KESAB, works closely with the PEC Advisory Committee, other local environment groups and interested individuals to achieve the following key outcomes.

## **KEY OUTCOMES OF THE POSITION:**

### **1. Centre Management**

Ensure the effective and efficient management of the Centre by:

- Providing high quality advice and assistance to customers in the use of the PEC's resources, services and facilities.
- Monitoring and maintaining the integrity, accuracy and currency of the PEC's financial actions and records and providing accurate financial and statistical reports to assist with financial planning and decision making.
- Identifying potential partnership and funding opportunities for the Centre.
- Recommending enhancements to the Centre's systems.
- Generating and maintaining a timely and accurate PEC database and other records management systems.
- Ensuring that all operational activities are conducted in an environment where risk is identified, and action plans are in place to remove, control or minimise the risk.
- Maintaining and enhancing the PEC's public resources and information, e.g. brochures, displays, databases.
- Contributing to the promotion of general management aims by implementing appropriate policies and procedures particularly in the areas of Equal Opportunity Legislation and Work Health and Safety, Disability Discrimination and Privacy.

### **2. Port Environment Centre Advisory Committee**

Provide effective and timely support to the PEC's Advisory Committee by:

- Assisting the Committee to prepare strategic plans and annual budgets and to meet the reporting requirements of funding organisations.
- Preparing monthly and annual reports of PEC activities for the Committee, including an annual evaluation of all activities relating to the ongoing operations of PEC, achievement of strategic objectives and recommendations for the ongoing improvement of the Centre.
- Attending and participating ex-officio in Committee meetings as required.
- Representing the PEC at NRC Alliance meetings and meetings with Natural Resources Adelaide and Mount Lofty Ranges staff.

### **3. Volunteer Coordination and Management**

Increase volunteer participation in PEC activities and projects by:

- Facilitating the recruitment, induction and training of new volunteers and providing support and assistance to existing volunteers.
- Providing sound supervision to volunteers undertaking the PEC's projects and activities.

- Providing support and assistance to volunteers with the identification, development, monitoring and delivery of high quality projects.
- Developing and implementing procedures to ensure that volunteers adhere to KESAB's volunteer policies and WHS procedures and risk management.
- Maintaining a register of volunteers, the work they do and hours contributed.

#### **4. Promotion, Communication and Stakeholder Management**

Increase community and public awareness of environment management and involvement in the work of the PEC by:

- Consulting with the Advisory Committee, coordinating regional promotional activities and facilitating a whole of community approach to integrated and coordinated action in environmental management.
- Identifying and facilitating events, workshops and community activities to improve awareness of the local community regarding conservation, sustainability and rehabilitation methods.
- Implementing strategies to enhance environment restoration and conservation, in industrial and residential settings, and promote environment education and research.
- Facilitating access and referral to expert providers for advice on environmental management.
- Preparing communication and extension material and media releases.
- Developing and proactively managing productive working relationships with partner organisations, local government authorities, community groups and other stakeholders.

#### **KEY RELATIONSHIPS / INTERACTIONS:**

The Port Adelaide Environment Centre Coordinator:

- Implements strategic plans developed by the PEC Advisory Committee
- Works closely with the PEC Advisory Committee, through the Chair and through meetings of the Advisory Committee
- Provides coordination and leadership to PEC volunteers.
- Maintains effective working relationships with:
  - Staff of Natural Resources Adelaide and Mount Lofty Ranges.
  - Community groups (e.g. environmental, coastal, estuarine and marine organisations).
  - Staff of KESAB
  - Staff of City of Port Adelaide Enfield
  - Stakeholders including a Reference Group and the community.

#### **SPECIAL CONDITIONS:**

- Located at Port Adelaide
- Must hold a current driver's licence
- 0.6 FTE position (including 10am – 3pm Wed, Thurs and Friday)
- A flexible approach to working hours is required including some out of hours and weekend work; TOIL is a condition of employment
- Have current Police Check or be willing to undertake Check

## **PERSON SPECIFICATION**

### **QUALIFICATIONS:**

A tertiary qualification in Environment Management, Environmental Science, Community Development or related area is desirable.

### **EXPERIENCE / SKILLS / KNOWLEDGE:**

- Experience in working collaboratively with community organisations and community members to enhance the 'public good'
- Experience in managing customer enquiries and a commitment to providing excellent customer service
- Experience in providing a range of office management services including planning and monitoring budgets, financial related activities, records management, maintenance of office supplies, etc.
- Demonstrated ability to recruit, induct, develop, motivate and organise volunteers, including setting priorities and monitoring work and project outcomes.
- Demonstrated ability to develop, organise and deliver community education and awareness raising events, activities and material.
- Experience in the use of current computer software packages (particularly Microsoft Office, Word, Excel, PowerPoint), and information and office management systems,
- Sound interpersonal skills and the ability develop and maintain cooperative working relationships, networks and consultative processes with a wide range of community organisations, stakeholders and work colleagues
- High level verbal and written communication skills, including the ability to prepare reports, grant applications and promotional material, facilitate meetings and workshops and prepare and deliver presentations.
- Sound negotiation and conflict resolution skills and the ability to apply sound judgement and effectively problem solve.
- Sound organisational and time management skills, to work independently (sometimes in a solo capacity) and in a team, to maintain work output under pressure and meet scheduled timeframes
- Sound project management skills, with the ability to meet project deadlines on time, on budget and to a high quality
- Ability to maintain confidentiality as required
- A knowledge of and a commitment to Equal Opportunity Legislation, Work Health and Safety and Industrial Relations policies and procedures.
- A commitment to safeguarding the environment and its restoration where required

### **DESIRABLE EXPERIENCE / SKILLS / KNOWLEDGE:**

- Familiarity with the local community and with local and other relevant environmental and community organisations.
- Broad knowledge of the role and function of Natural Resources Centres in SA
- Knowledge of environmental management practices relevant to biodiversity, coasts, estuaries and marine environments, catchment and native vegetation management in the Adelaide and Mount Lofty Ranges region.
- Awareness of Child Safety Procedures
- Knowledge of waste management practices (recycling, organics and waste to landfill)
- Sound technical knowledge (laptop, printer, projector etc) and able to troubleshoot and fix problems as required
- Experience with WordPress, Eventbrite and social media (beyond personal use)
- Experience as a volunteer in a community organisation