

 Conservation Council SA	Title: Job Description	
	Person:	Draft version: 1.0
	Approved:	Date:

JOB DESCRIPTION

Title:	Outreach Manager
Reports to:	Chief Executive
Direct reports:	6 staff and contractors (varied, depending on funding)
Level:	6.1 to 6.3 (subject to experience) as per the CCSA Enterprise Agreement 2015
Employment Basis:	1.0 FTE
Location:	111 Franklin Street, Adelaide
Transport:	Current licence and access to own reliable vehicle with comprehensive insurance for work related activity

The Role

This position will lead and coordinate the organisation's outreach activities in the areas of project delivery, issues response and campaigning. The role will have a particular focus on working with and coordinating nature based groups in our sector through the Nature of SA process. You will lead a team of highly accomplished project officers and campaigners and ensure we actively choose and shape a suite of outreach activity that makes a more sustainable future more visible and accessible. The successful candidate will have the whole of organisation's health in their sights, will actively look to grow the organisation's impact, and be accountable to performance targets on behalf of their team.

Duties & Responsibilities

- Reporting, budget, risk and acquittal oversight of all outreach, project and campaign activity, ensuring no program budget overspend
- Line management of all outreach, project and campaign staff
- Actively identify, engage with and drive new projects and campaigns (including chasing funding opportunities)
- Monitoring, evaluating and reporting on success of activities, explaining variances and making recommendations for improvements and future activity.
- Ensuring all outreach activity aligns with strategic goals
- Back up for CE for media, lobbying and stakeholder engagement.
- Respond (as required) to any emerging issues, and development of a longer term response
- Work alongside Communications & Fundraising Manager to support fundraising efforts
- Coordinate member group and wider sector connection to Government processes (inc. Representatives and Nominations)
- Support and connect member groups and other volunteers to engage on issues (inc. support for any active policy committees)

- Coordinate the SA Nature Alliance, and facilitate the engagement of the non-government conservation sector in nature-related policy issues
- Coordinate delivery of the Nature of SA project

General

- Share skills, knowledge and perspectives within the organisation where requested
- Participate in and contribute to Conservation SA staff meetings, fundraising, conferences, events, and training, as relevant
- Other duties, as required, to support day to day operations

Expected Outcomes

Key Performance Indicators include:

- On time acquittal of all project and funding reports
- Budget performance targets for all projects and campaign activity
- Safe delivery of activity (WHS target of zero incidences)
- Target for growth of project and campaign activity
- Full acquittal of Nature of SA project deliverables

Skills & Attributes

ESSENTIAL

Minimum 3 years project management experience, including demonstrated planning, networking, resource management, implementation and evaluation skills

Self-starter with a high level of drive, initiative, creativity, personal motivation and the ability to act independently

High level of entrepreneurship with demonstrated ability to create new and innovative projects and activities

Demonstrated track record of dealing with ambiguity, and exercising strategic agility when dealing with stakeholders

Demonstrated ability of managing through systems

Demonstrated track record of identifying, chasing and securing funding

Demonstrated experience in negotiating contracts, grants and renewals, and preparing financial acquittals

Demonstrated experience of liaising and negotiating with DEW and other Government departments

Demonstrated experience of coordinating sector wide nature-based lobbying and activity

Demonstrated experience of identifying and progressing opportunities for environmental NGO involvement to advocate for good biodiversity outcomes across NRM/Landscape planning at the regional/state level

Demonstrated experience working with, and supporting involvement of Aboriginal people in partnerships and projects

Demonstrated experience liaising and working with the sustainable agriculture sector

Demonstrated ability to manage with vision and purpose, and motivate and inspire others

Ability to act with honour, integrity and trust

Excellent oral and written communication skills

High level of computer literacy

J&P Spec Template	Version 1.0
	Page 2 of 3

DESIRABLE

- Demonstrated experience managing project staff and working with volunteers.
- Demonstrated experience in lobbying political leaders
- Demonstrated experience as a media spokesperson
- In depth knowledge of NRM policy, planning and legislation which impacts on NRM/Landscape processes in SA.
- Demonstrated ability to provide high level advice on matters of complexity within natural resource management policy areas
- Knowledge of and experience in community engagement in environment issues.
- Advocacy experience.
- Knowledge of the role and operation of community non-profit environment organisations.
- Knowledge of WHS and other organisational statutory responsibilities