

Watergum Community Inc. is seeking to employ an Engagement Officer. The position is for 24 hours a week with potential to go full-time, based at our head office in Burleigh Heads, Gold Coast.

Watergum is about helping the community to be part of real on-ground environmental initiatives. Watergum has been active for over 20 years and is a business oriented not-for-profit organisation and registered charity. We help people gain skills, knowledge and a better understanding of the environment. Collectively we restore and maintain our landscapes to places of beauty, clean water and native habitat that will support our community and wildlife for generations to come.

Detailed Job Description

Job title: Engagement Support Officer

Reporting to: Contract Delivery Manager

Salary: Base Salary FTE 54k-62k + Super (24 hours/week = 0.6FTE)

Hours: Part-time, 48 hour fortnight (potential to go full-time)

Location: Based at the Watergum office of 8/23 Hutchinson Street, Burleigh Heads, 4220. Travel to work sites will be necessary as part of this role.

Job Description

Engagement Officer:

This position will have a strong community focus and work across multiple Watergum programs and events. The successful applicant will work together with local councils and other key stakeholders to prepare and deliver on-ground citizen science, conservation and invasive species activities for the community.

The Engagement Officer will have appropriate experience and/or training in public speaking and group leading. This position is suited to someone who is outgoing and confident in nature, is articulate and can think on the spot, and who has high-level reading and writing skills. Flexibility and the ability to quickly problem solve and work independently is required for this role as plans can change at short notice in response to weather and other influencing factors. The successful applicant must be comfortable handling Cane Toads, as part of their role will be supporting the Watergum Cane Toads team.

The Watergum programs and initiatives that the Engagement Officer will be working on will include but not be limited to Water Monitoring, PlatypusWatch, TurtleWatch, Watergum Cane Toad

Challenge, koala conservation, invasive species control, large community events and various restoration, revegetation and research projects.

A passion for environmental conservation and protection of Australian native wildlife and flora is a must in order to align with Watergum's values.

Responsibilities and duties

- Assist in the design, preparation, delivery and management of presentations, workshops. and field work activities across various environmental initiatives and in a variety of locations.
- Lead group activities in the field.
- Data collection, management, analysis and report writing.
- Oversee regular program volunteers and maintain communications.
- Develop content for social media and other written articles.
- Engage with Watergum participants and volunteers through social media channels, phone and email communication.
- Work well independently and as part of a tight-knit team, support your team as and when needed.
- Work closely with all team members.
- Maintain a clean and safe workplace, abide by workplace health and safety policies and procedures.
- Other tasks as directed.

Qualifications

Essential qualifications

- Tertiary qualifications preferably in Environmental Science or related area.
- Drivers License – C Class.
- Use of a car.

Desirable qualifications

- Blue Card.
- First Aid.

Selection Criteria

Essential experience

- High level of written and oral communication skills.
- Delivering workshops and/or presentations.
- Proactive, intuitive and adaptable work ethic.
- Organisational skills including data entry and management.
- Ability to work as part of a close knit team.
- Ability to plan workload to meet deadlines.
- Proficiency using Microsoft office (Word, Excel, PowerPoint).

Desirable experience

- Experience with Microsoft Teams and CRM software.
- Canva Design skills.
- Field work experience.
- Experience working or participating in community engagement and citizen science activities.

Relationships

Details of relationships relevant to this role

- This position will work closely with and will report to the Contract Delivery Manager.
- This position will work across multiple programs and therefore with all team members.
- Internal relationships with other Watergum staff members should always be respectful and inclusive. Watergum has a small, close-knit team and aims to provide a friendly and inclusive work environment for all.
- When communicating with external persons, e.g. customers, suppliers, councils and other organisations, the relationship will remain professional and respectful at all times.
- Watergum is a non-political organisation and respects the views of everyone. Personal views are welcomed, however we ask for these to be expressed in a non-political, respectful manner in external communications to uphold Watergums values.