

Watergum Community Inc. is seeking to employ an Invasive Species Support Officer. The position is for 30 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: Invasive Species Support Officer

Reporting to: Invasive Species Project Officer

Salary: Base Salary FTE 54k-62k + Super (30 hours/week = 0.8FTE)

Hours: Part-time, 60 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

Invasive Species Support Officer:

This position assists in the development and delivery of the Watergum Cane Toad Challenge. The Cane Toad Challenge provides community cane toad control education, training, products and activities on a local and national scale.

The Invasive Species Support Officer position would suit an early career environmental professional, who is passionate about protecting the environment and our Australian wildlife through the control of invasive species. The successful applicant will have a proactive work ethic and can do attitude, with excellent organisation and time management skills. Watergum is a dynamic organisation and every day will be different!

The successful applicant will be closely involved with the operational side of the Cane Toad Challenge. Responsibilities include data management, servicing cane toad drop off points, processing cane toads, production of cane toad products and customer engagement. The Invasive Species Support Officer will lead community cane toad control events in the field as well as

educational workshops. Please note, this role involves handling of cane toads, so the successful applicant must be comfortable with this. This position reports to the Invasive Species Project Officer.

Key Responsibilities and duties

- Deliver on ground operations supporting the Cane Toad Challenge.
- Organise production and packaging of cane toad products, including data management and logistics.
- Deliver educational workshops and lead field work activities related to the Cane Toad Challenge.
- Coordinate and oversee regular program volunteers.
- Report writing and data management.
- Customer engagement, including phone and email communication.
- 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

- Interest in invasive species control and conservation.
- Organisational skills including data entry and management.
- Ability to plan workload to meet deadlines.
- High level of written and oral communication skills, including public speaking.
- Ability to deliver educational workshops and/or presentations.
- Proactive and adaptable work ethic.
- Ability to work independently and as part of a close-knit team.
- Proficiency using Microsoft office (Word, Excel, PowerPoint).

Desirable

- Attention to detail and experience with species identification, particularly relating to cane toads.
- Experience with Microsoft Teams and CRM software.
- 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 report to the Invasive Species Project Officer.
- 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, council 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 manner in external communications to uphold Watergums values.