

Job description

Coordinator of the Invasive Species Council (part-time)

Overview

The Invasive Species Council is an environmental NGO, established in 2002 to campaign for better laws, policies and programs to protect the Australian environment from weeds, feral animals and other pests. Invasive species are a dire and growing threat to the Australian environment – comparable in threat level to land clearing and looming climate change.

ISC is the only advocacy NGO with a strong focus on invasive species. We plan to grow substantially over the next five years in order to better meet the great challenge presented by invasive species threats. There are many opportunities for reform, and action on invasive species represents in many cases the most cost-effective and politically feasible way of conserving biodiversity.

ISC seeks a part-time coordinator (initially approximately half-time) to sustain and increase the organisation's capacity to be a powerful voice for the environment.

The position is right for someone who really wants to make a difference – by establishing the basis for organisational growth, coordinating and inspiring staff, volunteers, and allies to work together to achieve defined goals and communicating the threats and the opportunities associated with invasive species.

Tasks

The coordinator will need to place a strong emphasis in the next period on building efficient administration systems and increasing funding in order to expand the level of campaigning.

Setting ISC's direction: Coordinate the implementation of ISC's 5-year strategic plan (currently in preparation).

Developing the resource base: Contribute to and implement ISC's fundraising plan. Develop strong relationships with supporters and potential supporters. Improve systems for communication with supporters.

Maintaining organisational functions: Develop efficient administration systems. Coordinate and support staff and volunteers to carry out essential organisational functions including website and database maintenance, meeting legal requirements, newsletter production.

Supporting and conducting advocacy and awareness raising: Liaise with the ISC Board to define priority campaign goals and report on progress. Coordinate staff and volunteers and liaise with allies to develop and implement campaign plans. Conduct advocacy and/or education on particular issues.

The Invasive Species Council campaigns for better laws and policies to protect the Australian environment from weeds, feral animals and exotic pathogens.

web: www.invasives.org.au | email: isc@invasives.org.au

Work environment and conditions

Office & communications: ISC staff (casual/part-time) and volunteers work from home offices in various parts of Australia. Communication is via email and phone, and occasional face to face meetings. It would be convenient if the coordinator was located in Melbourne or Sydney, but this is not essential.

Reporting arrangements: The coordinator reports to the ISC Board (elected annually by the membership).

Other staff: The coordinator will work with a communications advisor and policy/advocacy staff (paid or voluntary), and be advised by scientists with invasive species expertise.

Pay: \$30 per hour (negotiable).

Hours: Flexible. Approximately half-time (negotiable) for the first 6 months. Depending upon resources and interest, the hours could increase in future.

Skills and experience

ISC seeks someone with strong management and leadership skills to increase ISC's advocacy capacity. A basic understanding of invasive species biology and environmental policy is required, but detailed knowledge can be acquired as necessary.

Essential

- Management experience.
- Fundraising experience.
- Excellent communication skills.
- A strong commitment to achieving environmental reform.
- Biological knowledge sufficient to understand and communicate with policy-makers, scientists, journalists and the public about invasive species threats.
- Basic knowledge of environmental law and policy at federal and state levels.
- An understanding of the process by which community groups achieve law and policy reform, and interest in exploring new ways of achieving change

Preferred

- Understanding of invasive species issues.
- Experience working with an environmental NGO.

Information and applications

For further information or a copy of ISC's strategic plan, please call Carol on 0448 868 984.

To apply for this position, please email your CV and a letter addressing the essential and preferred criteria to isc@invasives.org.au. Applications are due 16 July 2010.