



Protect Ningaloo Campaign

Position Description

Position	Community Engagement Coordinator
Hours	Full-time (38 hours/week). Some evening and weekend work will be required.
Reports to	Director, Protect Ningaloo Campaign
Location of position	Perth
Contract period	Two years with the possibility for extension
Remuneration	A competitive NGO salary for a suitably qualified candidate

Position Summary

The Protect Ningaloo Campaign aims to protect the Ningaloo-Exmouth Gulf region from the threat of industrialisation and bolster its conservation. For this to occur, we need a high-performing campaign team that is passionate, dedicated and committed to achieving results.

We are seeking an experienced community engagement coordinator with excellent interpersonal, stakeholder engagement and organisational skills to scale up support for the Protect Ningaloo Campaign as part of a major new development phase.

This is an exciting role if you are passionate about conservation and protecting special places like Ningaloo-Exmouth Gulf. Join a great team and make a real difference as you work to defend our marine life and natural heritage.

The Protect Ningaloo Campaign is an initiative of the Australian Marine Conservation Society

(the host), the Conservation Council of WA and Cape Conservation Group.

Purpose of position

This exciting new role will draw on your demonstrated skills in recruiting volunteers and sustaining their commitment. It will also require talent in scoping and organising effective community engagement events for the campaign, and in stakeholder liaison.

You will work with the Director and team to develop and implement the events calendar and to coordinate regular volunteer and community meetings to inspire the community to help deliver the campaign goals.

Your experience in volunteer engagement will enable you to review progress and determine the most effective approaches as the campaign evolves.

Main tasks and responsibilities:

1. Develop the community engagement plan

- Develop and implement an effective community engagement plan.
- In coordination with the Director, develop and implement a clear work plan to deliver the key tasks and responsibilities of the community engagement plan.
- Engage with key stakeholder groups as required to deliver the community engagement plan.

2. Coordinate volunteer coordination and management

- Facilitate effective communication with volunteers and supporters.
- Build and maintain a highly motivated core group of volunteers.
- Match the skills and interest of supporters with specific projects or campaign areas.
- Manage the volunteer database.

3. Coordinate community engagement events

- Scope strong, relevant community engagement event opportunities and maintain an events calendar.
- Plan and coordinate community events, working with the core team and external collaborators.
- Plan and coordinate the production of materials and merchandise to support community engagement activities and events.

Essential Selection Criteria:

- Passion for protecting the marine environment.
- Experience in community outreach and public engagement.
- Event management experience including overseeing logistics.
- Ability to develop, plan and implement projects and collaborative initiatives.
- Highly organised and able to prioritise competing time demands.
- Demonstrated experience recruiting, coordinating and motivating volunteers.

- Strong interpersonal, verbal and written communication skills.

Desirable Selection Criteria:

- Commitment to and knowledge of marine conservation.
- Experience in campaigning.
- Demonstrated ability to inspire key stakeholders to deliver on campaign objectives.
- Experience using a CRM/database to collect and manage contacts (Salesforce, Raiser's Edge or similar).

Application details

Applications are required by COB (WST) Monday, 28 October 2019.

Applications should be submitted by email to recruitment@amcs.org.au with the subject: **Community Engagement Coordinator**, and **must** include a statement (maximum two pages) addressing the **essential selection criteria**, a covering letter and resume of previous employment experience.

For more information about the position please contact Paul Gamblin, Director, Protect Ningaloo: paulgamblin@amcs.org.au

AMCS (Protect Ningaloo host) is a strictly non-partisan and equal opportunities employer. Indigenous Australians are encouraged to apply.

Applicants must have the right to work in Australia.