Conservation Council SA	Title: Strategic Operations and Growth Lead Job Description	
	Person: XXXX	Draft version: 1.2
	Approved: CEO	Date: November 2026

JOB AND PERSON SPECIFICATION

Title of Position: Strategic Operations and Growth Lead

Responsible to: CEO

Status: Part-Time

Classification: Conservation SA EA Conservation **Grade 6.1**

Hours: 0.8 FTE (30.4 hours per week)

Usual Workdays: Tuesday - Friday (note: office closed on Mondays)

Location: The Exchange, 55 Exchange Place Adelaide

THE ORGANISATION

The Conservation Council of South Australia Inc (Conservation SA) is the Peak Body for conservation, representing 40+ of the State's environment, conservation and heritage organisations in South Australia.

We are an independent non-profit, non-party-political and community-based organisation providing resources, advice and representation for the SA environment movement. We also lead and/or support many of the key conservation campaigns in South Australia.

Conservation SA operates under our Strategic Plan 2025-2030: Together we are a Force for Nature.

Our Context: Fires, floods, droughts, extreme heat and algae: the effects the climate crisis are here, on our doorstep. An urgent and powerful movement is emerging: a broad coalition of people determined to protect our future.

Our Vision: A healthy, biologically rich, and environmentally sustainable South Australia powered by a vibrant, interconnected movement of communities, leaders and partners, grounded in justice and aligned for long-term climate and nature resilience.

Our Role: Conservation SA is uniquely positioned to weave together South Australia's many voices for nature and climate, uniting communities, cultures, and generations into a powerful, connected and vibrant movement.

Our Purpose: To ignite and nurture a powerful, connected environment movement across South Australia one that inspires, unites and empowers diverse communities, to reshape our shared ambition, and story, and to take action on both climate and conservation.

THE ROLE

The Strategic Operations and Growth Lead is responsible for supporting the implementation of Conservation SA's Strategic Plan 2025-2030 through leadership of organisational growth, sustainability and governance. The role works in partnership with the CEO to strengthen organisational capability, diversify revenue, and ensure Conservation SA has the systems, and resources required to achieve its strategic objectives.

At its core the Strategic Operations and Growth Lead will focus on enabling Conservation SA's success beyond campaign implementation, ensuring the organisation remains sustainable, impactful and positioned for long-term growth.

DUTIES AND RESPONSIBILITIES

1. Strategic Leadership and Organisational Growth
   - Support implementation and monitoring of the Conservation SA Strategic Plan 2025-2030.
   - Support the CEO with organisational leadership, representation and stakeholder engagement.
   - Identify opportunities to strengthen organisational systems, processes and capability.
   - Prepare organisational reports, briefing papers and strategic updates for the CEO and Board.
   - Promote collaboration across program areas and organisational priorities.
   - Contribute to a positive, values-driven and high-performing organisational culture.
   - Provide leadership, mentoring and support across the organisation as required.

2. Movement Building and Sector Development
   - Support growth and engagement of Conservation SA's members groups, partners, networks and coalitions.
   - Identify opportunities to activate The Exchange as a movement-building and collaboration hub.
   - Support leadership development initiatives across the environment movement.
   - Facilitate strategic partnerships that strengthen collective impact.

3. Funding and Resource Development
   - Develop and maintain funding pipelines aligned with organisational priorities.
   - Identify and cultivate strategic partnerships, sponsorship and revenue opportunities.
   - Monitor funding opportunities and provide strategic advice to the CEO and Board.
   - Work with the CEO and the finance team to ensure budgets are managed and maintained responsibly.

4. Organisational Governance
   - Support the development, review and implementation of organisational policies and procedures.
   - Coordinate organisational risk management systems and monitoring processes.
   - Support compliance requirements and organisational accountability obligations.
   - Assist with Board reporting, governance documentation and governance improvement initiatives.
   - Strengthen organisational systems and processes that support effective decision-making and accountability.
   - Contribute to the continuous improvement of governance frameworks across the organisation.

CONDITIONS OF APPOINTMENT

Employment conditions are governed by the Conservation SA Enterprise Agreement 2024, the SCHADS award, national guidelines and the organisation's policies. Conservation SA staff are required to operate in a manner consistent with Work Health & Safety and Equal Opportunities requirements and policies. Conservation SA is an equal-opportunity employer.

KNOWLEDGE, EXPERIENCE AND CAPABILITIES

- Significant experience in organisational leadership, strategy or organisational development.
- Demonstrated ability to develop governance and risk management or organisational systems.
- Excellent stakeholder engagement and coalition-building skills.
- Strong project management skills managing budgets, projects and funding opportunities.
- Excellent high level written and verbal communication skills.
- Ability to analyse political, social and environmental contexts and identify strategic opportunities.
- Strong leadership, management, mentoring and team collaboration capabilities.
- Able to manage large budgets and fiscal responsibilities.

PERSONAL ATTRIBUTES

- Values-driven, demonstrating integrity, authenticity and commitment to Conservation SA's mission and values.
- Strategic thinker with the ability to see the bigger picture while translating vision into action.
- Passionate advocate for environmental protection, climate action and social justice.
- Collaborative leader who builds trust, fosters teamwork and strengthens partnerships across sectors.
- Politically astute with sound judgement and an ability to navigate complex stakeholder environments.
- Inclusive and respectful, embracing diverse perspectives and fostering equitable participation.
- Proactive problem-solver, capable of analysing complex issues and developing practical solutions.
- Comfortable working across multiple strategic priorities, balancing organisational growth, stakeholder relationships and operational requirements.

QUALIFICATIONS

- relevant four-year degree with one year's relevant experience.
- three-year degree with two years of relevant experience.
- associate diploma with relevant experience.
- lesser formal qualifications with substantial years of relevant experience; or
- attained through previous appointments, service and/or study, an equivalent level of expertise and experience to undertake a range of activities,

ESSENTIAL REQUIREMENTS

- Current South Australian Driver's License
- Willingness to travel within and beyond South Australia, and out of hours work

DESIRABLE REQUIREMENTS

- Experience working within the environmental, conservation, community, philanthropic or not-for-profit sectors.
- Knowledge of organisational governance.
- Experience in fundraising, grants, major donors and philanthropic engagement.