

BirdLife Southern Queensland
Branch Support Officer

September 2019

Southern Queensland – Branch Support Officer

The role

The Branch Support Officer provides capacity to the BirdLife Southern Queensland branch committee, supporting this successful and outcome-oriented branch to enhance conservation and supporter and community engagement outcomes in south east Queensland. The position responsibilities focus on assisting this highly engaged branch as its committee fulfils their responsibilities in relation to achieving outcomes associate with BSQ's Action Plan.

The organisation

BirdLife Australia is Australia's only national bird conservation charity providing one unified voice for bird conservation in Australia. Our aim is to stop extinctions, ensuring native birds are protected and valued for their part in the natural life of Australia.

With more than 145,000 supporters and 100 partner organisations internationally, BirdLife Australia implements conservation plans based in science, using local knowledge and empowering communities to protect vulnerable birds. We actively invests in and support work with over 120 bird species, including direct leadership and active support in the conservation of thirteen of the top twenty Australian native birds likely to become extinct in the next 20 years.

BirdLife Australia relies on a growing network of people who generously give their time, expertise, voice and financial support. Many thousands of volunteers and more than 40 local and regional voluntary groups across the country contribute their time and expertise to help BirdLife Australia save threatened birds.

Priorities identified and delivered by the current Strategy and five-year Operating Plan to stop extinctions include:

- ensuring engagement and program priorities are underpinned by science;
- organising our resources to implement well-designed high impact conservation programs, including a shift in emphasis from leading research to also applying the research to inform *intervention* and *adaptive management*;
- mobilising and empowering volunteers more strategically to drive change;
- integrating and simplifying member/donor engagement to mobilise financial support;
- raising our public *profile* and engaging a *broader* audience to build a movement for change;
- streamlining core organisation-wide communications products and channels to manage engagement cohesively and efficiently;
- investing in our people to improve organisational performance; and
- improving financial reporting to inform decisions.

BirdLife Australia is governed by an elected Board of Directors which meets quarterly, and day-to-day operations are managed by the Chief Executive Officer, with a team of over 70 staff across Australia. Working well as a team is an essential element of our organisation.

A significant part of BirdLife Australia's work is done by volunteers acting either alone or serving on Committees. It is important that all staff understand and appreciate the contribution made by volunteers, and are also mindful of their varying skills, interests and motivations.

Position Description

Position title: Southern Queensland Branch Support Officer

Role Summary:

To work as a support person to the voluntary BirdLife Southern Queensland committee to enhance successful outcomes related to the committee's strategic action plan. Specifically, the position supports the Convenor, and the Chairs of the Conservation and Education subcommittees to implement the branch's work plan in relation to:

1. Regional conservation issues including, but not limited to, those that articulate with BirdLife Australia's campaigns, programs and projects;
2. Regional member/supporter/community engagement and growth;
3. Strengthening regional liaison between local branches, the BSQ Committee and BLA national office personnel.

Reports to: The position reports to the Engagement Manager for contractual obligations and takes work planning instruction from the Convenor of BirdLife Southern Queensland.

The Branch Support Officer will attend all bimonthly BirdLife Southern Queensland Executive Committee meetings; and will provide an outcome-based report to that meeting and to their direct report at National Office.

Key Relationships:

Internal: BirdLife South Queensland Convenor, executive committee members, chairs of BirdLife Southern Queensland sub-committees and sub branch leaders; Engagement Manager and team; Head of Conservation, Campaigns manager, Program Managers and teams; other BirdLife groups' committees

External: BirdLife Southern Queensland supporters, members; local communities, local stakeholders; potential grant funders

Staff Reporting:

Nil

Tenure:

This is a 12-month fixed term position. Continuance of the contract after 12 months for a 12 months is subject to available funding and acceptable performance.

Job Level: Part time salary (2 days per week or FTE equivalent) at Level 1

Location: Brisbane. Alternative locations will be considered based on strategic merit.

Travel Requirements:

Travel within southern Queensland and Australia may be required from time to time.

Position responsibilities

Duties:

Regional Conservation Communications and Activities:

1. Support the committee's Conservation and Communications teams to plan and implement regional campaigns and activities outlined in BirdLife Southern Queensland's Action Plan;
2. Assist with the generation of relevant submissions in relation to regional and local conservation issues;
3. Liaise with BirdLife Australia campaign and conservation team members to assist with the implementation of regional activities and events that align with national campaigns, programs and projects;
4. Liaise with the committee's Conservation and Communications teams to communicate regional /national conservation issues to the broader regional and local member/supporter base.

Support to merchandising and education team

1. Sourcing grants for branch publications that support income generation and the local education program.

Regional Supporter and Member Engagement and Growth:

1. Support the Convenor and relevant committee members to implement regional activity related to national engagement priorities and actions, including relevant campaigns (e.g. Toondah Harbour), Twitchathon, the Aussie Backyard Bird Count, Birddata , KBA surveying and KBA 'Health Checks';
2. Liaise with local sub branches to support local engagement opportunities e.g. Sunshine Coast Mini Congress;
3. Support the Convenor and relevant committee members to implement and promote BirdLife Southern Queensland's AGM and the biennial Queensland Ornithological Conference;
4. Coordinate social media presence and manage the BirdLife Southern Queensland webpage on birdlife.org.au;
5. Work with National Office staff to ensure locally collected supporter/member contact details are registered on Raiser's Edge;
6. Work with National Office staff to engage with Willbird Protectors and supporters who opt in to BirdLife Southern Queensland communiques.

Skills and Experience

- Excellent interpersonal and communications skills
- Experience of working with and co-ordinating passionate volunteers
- An understanding of community engagement and citizen science

- Experience of grant submission writing
- Good understanding of off-line and on-line communications tools
- Some experience of campaign and promotion planning and execution
- Copy-writing and collateral development
- An understanding of on-ground conservation issues and practise, particularly in the domain of birds and habitat

Workstyle, attributes, and attitudes

Living our Values

<i>Passion</i> We bring people together around a love of nature	<i>Excellence</i> Science and knowledge is at the centre of everything we do	<i>Leadership</i> We empower and inspire people to lead with courage and purpose	<i>Collaboration</i> We embrace diversity and work in partnership with mutual respect	<i>Integrity</i> Our success is based on experience, honesty, trust and fairness	<i>Impact</i> We think globally, lead nationally and act locally
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OH&S statement

Employees and potential employees should be aware that the requirements of the position include, but are not limited to:

- Limited attendance at evening or weekend meetings
- Possible driving for extended periods and interstate travel
- Long periods of sedentary desk and computer duties and telephone use
- Possible lifting and moving of heavy equipment and objects
- Overnight and weekend work in the field and at conferences