

GER REGIONAL PARTNERSHIP FACILITATOR

CONTRACT AND POSITION DESCRIPTION

Position	Regional Partnership Facilitator, Illawarra/Shoalhaven (IS)
Introduction	<p>The National Parks Association of NSW (NPA) is recruiting for the exciting new role of GER Partnership Facilitator for the Illawarra/Shoalhaven - a Regional Partnership of the Great Eastern Ranges Initiative (GER).</p> <p>This position will develop, support and coordinate partnerships to further the conservation of the region’s biodiversity.</p> <p>The position is hosted by the National Parks Association of NSW and will be responsible for the delivery of a major landscape scale project, the Illawarra/Shoalhaven (IS) partnership, as part of the Great Eastern Ranges Initiative (GER) (http://www.greasternranges.org.au).</p> <p>The GER brings people and organisations together to focus efforts on establishing a 3,600km conservation corridor from the Grampians in central Victoria to far north Queensland. It is a strategic response to mitigate the potential impacts of climate change, land clearing and other environmental stresses on Australia’s richest biodiversity and the mountains that supply most of our population with clean water. The key responsibilities of the IS Partnership Facilitator are coordinating and achieving collaboration between the partner groups, fostering community awareness and support and involvement, providing a contact point for landholder and community engagement, developing, planning and undertaking events to promote and develop the IS partnership, preparing funding applications and reports through to managing media and public relations.</p>
About NPA	<p>The National Parks Association of NSW Inc (NPA) is an independent not for profit conservation charity.</p> <p>NPA’s vision foresees a landscape of intact natural areas providing comprehensive, adequate and representative cover of all the terrestrial and aquatic ecosystems of NSW, integrated with viable rural and urban communities that respect and nurture the land.</p> <p>Natural areas would constitute major swathes of habitat, reconstructed, connected and forming a complex network that provides a viable home for endemic species, human spiritual nourishment and direct benefits such as clean air and water. Sustainability should form the basis for all human activities.</p>

Position	Regional Partnership Facilitator, Illawarra/Shoalhaven (IS)
Background	<p>Biodiversity conservation NGOs, conservation agency personnel & conservation community leaders have for many years recognised the particular biodiversity conservation values of the Illawarra/Shoalhaven region, as supported by science-based strategic planning instruments.</p> <p>The purpose of the Partnership is to ensure that the biodiversity of the region is maintained in a changing climate – by protecting & enhancing corridor & landscape connections from our coastline & along the great escarpment.</p> <p>The IS Regional Partnership became a regional partner of the GER in July 2012. It is one of seven similar partnerships in NSW set up since 2007 each with a Partnership Facilitator position in place. Support to share lessons learnt and provides advice and access to information is provided by a central GER team.</p> <p>One of the benefits of this arrangement has been the provision of 3 year funding support from the NSW Environmental Trust to support the coordination of regional partners.</p> <p>The GER has expressed a strong desire to work with conservation groups, landholders and local authorities to develop a lasting conservation collaboration in the IS region. The partnership will build recognise and build on the work of local communities to build stronger corridor connections.</p> <p>This is an exciting time to take on this role which is pivotal to the success of the partnership. The position offers the successful candidate an opportunity to help make a valuable contribution to biodiversity conservation in this fascinating region.</p> <p>A requirement of this arrangement is the provision of a 12 month operational plan to direct the partnership coordination activities. (see position discription below). As an early stage in facilitating development of the partnership, the NPA is consulting with various regional organisations, and canvassing opportunities to establish a working group to promote collaboration.</p> <p>This year, which is the first operational year of the Regional Partnership, NPA will work closely with regional partners to strengthen collaboration. Activities will include providing a forum for organisations of complementary interest to pursue common goals for connectivity conservation and achieving the vision of the GER in the IS region. The position will enable regional partners to deliver on ground projects, research, monitoring, education etc. will be led by any one of the partner organisations.</p>
Project description	To provide a coordination/facilitation role to the partners of the Regional Partnership. Responsible for delivery of strategic co-ordination for on-ground regional partnership projects, fundraising, communications, partner liaison, governance and reporting.
Recruitment process	Competitive selection

Position description and Key deliverables of the Partnership Facilitator

Responsible for delivery of strategic co-ordination for on-ground regional partnership projects, fundraising, communications, partner liaison, governance and reporting

Coordination and project management

- Oversee and manage projects funded under the Trust Project Plan to ensure that deliverables are achieved
- Develop an annual operational plan outlining key activities in consultation with Regional Partners
- Deliver a communications and fundraising strategy to contribute to the delivery of a sustainable funding model of the Regional Partnership
- Provide strategic direction and leadership in coordinating and achieving collaboration between partner groups.
- Undertake networking and facilitation to identify, maximize and realise opportunities between partners in working towards the regional vision and goals

Engagement

- Foster community awareness, support and involvement in achieving the regional and GER vision and goals.
- ‘Broker’ conservation and natural resource management programs and projects that are developed either individually or in collaboration between partners.
- Engage with a variety of rural landholders.
- Develop, plan and undertake events to promote and develop the regional project - this will include extension activities through planning and presentations, field days and demonstration sites with partner organizations.

Facilitation

- Build and sustain relationships with partners through liaison with landholders and other external stakeholders
- Provide a local contact point for engagement with landholders, community and stakeholder groups and partners
- Broker knowledge and awareness of partners’ activities within the regional partnership
- Refer interested landholders and stakeholders to relevant partner programs and projects
- Recruit, train and supervise a team of volunteers to help in all aspects of the IS partnership
- 3 x partner full day meetings & 1 partner + community forum = 4 partner events per annum, to agendas set in consultation with Executive - including preparation, distribution of information, facilitation of gathering & event mgmt.
- Up to 6 x executive meetings per annum (usu. 2-3 hours), including preparation of information & recording of agreed outcomes.
- Meetings as determined by the successful applicant.
- Recruit and train a team of volunteers to help in all aspects of the IS partnership

	<p>Facilitate the creation of Regional Partnership communications policy, document & enact</p> <ul style="list-style-type: none"> • a communications strategy • IS Partnership promotions as required to support partner activities • IS Partnership media releases as required • IS Social Media platform (Facebook, Twitter) • Application of GER brand as per GER brand instructions <p>Administration, co-ordination and reporting</p> <ul style="list-style-type: none"> • Co-ordinate activities of the partnership and any working groups – meetings arrangements (including brief and support any contractors engaged to facilitate meetings or events), distribution of papers, minutes, action item follow-up, collation of reports • Liaise with whole of GER staff as required during transition period and Partnership Facilitator to participate in meetings as appropriate (depending on work priorities, availability of resources and relevance of topics under discussion and the landscapes partnerships are operating within) • Prepare draft progress reports to allow Partnership Facilitator to report to funding bodies • Track and report on all performance indicators for activities within the regional partnership that are supported and funded by this grant agreement. • Work effectively with the NPA team by attending meetings, contributing to NPA activities and maintaining internal working relationships. <p>Record & collate data on Activities of the Regional Partnership</p> <ul style="list-style-type: none"> • on quarterly basis
Reporting	<ul style="list-style-type: none"> ★ To work to the direction of the IS Regional Partnership Steering Committee on the deliverables specified ★ Written reports to be delivered at quarterly intervals
Timeframes	12 month contract with option to renew for further 2 years if the review of the initial 12 month contract is successful.
Salary and budget	<p>Fortnightly Pay \$60,000 + 9% superannuation over 12 months part-time 4 days per week to 30th September 2013. (Dependent upon date of contract commencement).</p> <p>NB> The IS Regional Partnership Steering Committee has additional funds to support expenditure on costs of additional activities relating to the deliverables such as transportation phone, computer, fuel, venue hire etc.</p>
Location	NPA’s modern office is located in Newtown Sydney. However, it is important that the IS Partnership Facilitator be considered part of the IS community so NPA will endeavour to find a secondary host office within the IS region to act as a local base. The IS Partnership Facilitator will effectively work from both locations.
Selection criteria	Candidates should outline their suitability for the role by addressing the following selection criteria:

	<ol style="list-style-type: none"> 1. <u>Experience in stakeholder engagement</u> <i>Demonstrate your capacity & experience in complex multi-stakeholder engagement processes</i> 2. <u>Communications capabilities in a start-up situation</u> <i>Demonstrate your understanding of the personal communications attributes and skills required to successfully negotiate and maintain partner & wider community collaborations</i> 3. <u>Understanding of & empathy with the stated aims of the Great Eastern Ranges Initiative</u> 4. <u>Project Management experience</u> <i>Demonstrate with examples that you possess skills and experience in complex project management and delivery</i> 5. <u>Ability to complete contract deliverables & in a timely manner</u> <i>Provide an estimate of resource allocation (time, events etc...) workplan outline which reflect the deliverables & with reference to the operations plan notations.</i> 6. <u>access to vehicle is required & licenced driver</u>
<p>Reference material & further information</p>	<p>Please direct any questions regarding your potential application to; Rob Dun, CEO GER RDunn@greeningaustralia.org.au</p>
<p>Lodgement of applications</p>	<p>Applications addressing the selection criteria together with a summary curriculum vitae of the proposed principal provider be addressed to;</p> <p>Kevin Evans, CEO National Parks Association of NSW PO Box 337 Level 2, 5 Wilson Street, Newtown 2042 or Email kevine@npansw.org.au</p> <p>Applications must be received by 5 pm Friday August 24, 2012</p>