



# Wenlock Catchment Management Group Inc. Position Description Catchment Coordinator

<b>Title</b>	Wenlock Catchment Management Group Inc. (WCMG) Coordinator
<b>Closing Date</b>	07 April 2021
<b>Location</b>	<p>The Wenlock River Catchment is on the lands of Northern Kaanju, Atambaya, Yinwum, Luthig, Thaynhakwith, Taepathiggi, Yupunguthi and Tjungundji peoples.</p> <p>We are looking for a motivated, self-driven person who preferably lives within the Wenlock River catchment or in nearby towns.</p>
<b>Hours</b>	14 hours per week, until December 2021, with possible extension.
<b>Remuneration</b>	<p>Preferred arrangements for this position are via contract. The contractor will need to hold an ABN and insurance.</p> <ul style="list-style-type: none"> <li>• Hourly rate is dependent on skills, and will be negotiated with the successful contractor, however, is based on pro-rata salary of up to \$80,000, plus on-costs.</li> <li>• A modest monthly home office allowance is provided towards phone and internet costs.</li> <li>• Computer and office supplies can be provided.</li> <li>• Personal access to a fully insured and roadworthy vehicle is preferred – mileage will be reimbursed on evidence of agreed travel.</li> </ul>

<b>Role description</b>	<p>Wenlock Catchment Management Group Inc. was established in 2013 to be a “voice for the river”. We are a small NGO that meets four times a year and supports catchment-wide activities that look after the health of the river, its land and its people. We are developing a Strategic Plan for Healthy Country, which incorporates a Climate Change outlook for the Catchment and research priorities; and seek an ongoing coordinator to support us in our next stage of development.</p> <p>This is a contract position to support the Wenlock Catchment Management Group to implement their strategic plan for Healthy Country and coordinate the group’s activities. The position will be the face of the catchment group, so highly developed community engagement skills are essential to the role.</p>
<b>Our ideal candidate</b>	<p>Ideally the coordinator lives in the catchment or close by and:</p> <ul style="list-style-type: none"> <li>• understands and respects the cultural connections, relationships and ecology of the Wenlock River catchment</li> </ul>

	<ul style="list-style-type: none"> <li>• is motivated and self-driven, with strong coordination, computer, communication and engagement skills, and is keen to pick up new skills if required</li> <li>• knows how to run an effective meeting both in person and remotely</li> <li>• is passionate about looking after the Wenlock River.</li> </ul>
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. <b>Engage</b> with the catchment community including Traditional Owners, Land Trusts and PBCs, conservation estates, tourism and businesses, pastoralists, mining, NRM groups, local government, government agencies, residents, recreational users etc. to raise the profile of WCMG and support activities that care for the river.</li> <li>2. <b>Develop and implement plans, policies, programs</b> that will protect and enhance the Wenlock River and catchment and support the governance of the WCMG.</li> <li>3. Guided by the Strategic Plan for Healthy Country (in development), <b>coordinate programs, resources and budgets</b> in accordance with position responsibilities, including the delivery, reporting and monitoring of strategic actions and programs.</li> <li>4. Prepare consultancy briefs and <b>project manage</b> other consultants and/or contractors.</li> <li>5. Attend, conduct and actively <b>participate in meetings</b> as required (internal and external), including providing <b>secretariat support</b> for all WCMG committee meetings.</li> <li>6. Identify opportunities for <b>grant funding</b> and make submissions as appropriate.</li> <li>7. With the Treasurer, coordinate the <b>financial management</b> of the group.</li> <li>8. Provide <b>communications</b> including newsletters, social media posts, and events support for the group.</li> <li>9. Any other related duties as required, within the skills of the person, and scope of the role.</li> </ol>
<b>Behaviours</b>	The coordinator will be respectful, flexible, passionate, self-driven, organised, adaptable, willing to learn, discrete, considered and with good judgement.
<b>Conditions</b>	The position may on occasion require field work that is often performed in extreme conditions such as high humidity, heavy rainfall, with temperatures at times exceeding 40 degrees. Applicants should carefully consider their ability to work in these conditions, and remoteness of the role.
<b>Selection Criteria</b>	<ol style="list-style-type: none"> <li>1. Strong, positive relationships with people in the Wenlock Catchment and Cape York.</li> <li>2. Experience in successful coordination of a small not-for-profit organisation (or similar).</li> <li>3. Sound financial management skills.</li> <li>4. Strong verbal and written communication skills, including computer literacy.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Ability to respectfully engage with diverse groups of people including Traditional Owners, PBCs and Land Trusts, conservation estates, tourism and businesses, pastoralists, mining, NRM groups, local government, government agencies, residents, researchers, recreational users etc.</li> <li>6. Experience in preparing social media, media releases, newsletters and other communications tools.</li> <li>7. Knowledge of the ecological function of rivers and catchments.</li> <li>8. The coordinator will be respectful, flexible, passionate, self-driven, organised, adaptable, willing to learn, discrete, considered and with good judgement.</li> <li>9. Open manual drivers' licence, with demonstrated experience driving in remote off-road locations. Physically able to travel and camp in remote locations.</li> </ol>
<b>Reporting arrangements</b>	The position reports the WCMG executive, and the Consultant Coordinator.
<b>Further information</b>	<a href="mailto:wenlockcmg@gmail.com">wenlockcmg@gmail.com</a>   0403 063 182
<b>Application submissions</b>	Please send a current CV and your two-three-page response to <a href="mailto:wenlockcmg@gmail.com">wenlockcmg@gmail.com</a> by 5pm 07 April 2021