



## POSITION DESCRIPTION

POSITION:	<b>Cape York Program Officer</b>
RESPONSIBLE TO:	<b>Northern Australia Program Manager</b>
LOCATION:	<b>Cairns</b>
GRADE:	<b>5</b>
SALARY:	<b>pro-rata \$76,230 (including 9% superannuation)</b>
STATUS:	<b>Temporary 12 month parental leave position</b>
HOURS:	<b>Part-Time (30 hours per week)</b>

**\* Indigenous Australians are encouraged to apply \***

## BACKGROUND

The Australian Conservation Foundation (ACF) is committed to inspiring people to achieve a healthy environment for all Australians. For 40 years we have been a strong voice for the environment, promoting solutions through partnerships, consultation, education and research. We work with the community, business, and governments to protect, restore and sustain our environment.

ACF's North Australia Program team aims to achieve a better future for people and nature. It is based on effective landscape-scale environment protection and ecologically sustainable development reflecting the unique natural and cultural values in Australia's North, promoted through cooperation between Indigenous and non-Indigenous communities.

The key principles of the program are a two way approach, based on strong partnerships, listening to and understanding Indigenous people, improving the social and economic well-being of Indigenous communities, using world class conservation models and dealing with underlying issues.

## POSITION PURPOSE

The Cape York Program Officer will support ACF's Indigenous engagement across the Northern Australia Program with a specific focus on Cape York.

## KEY RESPONSIBILITIES

1. Support ACF's work with Indigenous communities in Cape York to ensure strong environmental and cultural outcomes through land and sea management initiatives and other key strategies.
2. Initiate, develop and maintain strong and effective relationships with key Indigenous communities and organisations particularly in Cape York in a culturally-appropriate manner.
3. Provide leadership and strategic advice to ensure the Northern Australia Program meets its Indigenous and cultural goals, and contribute to other ACF processes in liaison with the Program Manager.
4. Undertake research and analysis relevant to the Northern Australia Program with a particular focus on Indigenous cultural values, and provide advice on national and international policies and projects.
5. Represent ACF at relevant public, community forums and Indigenous-only meetings and networks and ensure ACF maintains and develops strong and effective relationships.
6. Advise the Director of People and Operations in the development and delivery of effective cross cultural training for ACF staff and volunteers.
7. Support the effective implementation of ACF's Indigenous protocols in all ACF communication and publication materials, where appropriate.
8. Work collaboratively with ACF's communications staff to ensure effective coordination of ACF public messages and positioning, and promote ACF to the media, target audiences and the public on topics relevant to the campaign.
9. Provide advice to ACF's Executive Management Team on the development of policies and practices that guide ACF's engagement with Indigenous communities and issues.
10. Participate in fundraising and marketing initiatives for the Northern Australia Program and support major donor relationships.
11. Other duties as required by NAP Manager.

**EXPERIENCE, SKILLS AND PERSONAL ATTRIBUTES REQUIRED:**

1. Strong appreciation of and commitment to the values, philosophies and objectives of ACF.
2. Demonstrated lobbying experience within the Indigenous and environment movements.

3. Demonstrated experience working with Indigenous communities in the area of natural resources management, land and sea management and conservation issues.
4. Demonstrated success in engaging and working collaboratively with Indigenous communities.
5. Demonstrated experience in developing and managing strategic relationships.
6. Good analytical and report writing skills.
7. Excellent written and oral communication skills.
8. Demonstrated planning, organisational, and project management skills.
9. Demonstrated ability to work collaboratively and contribute to a team.
10. Tertiary qualification in public policy, natural resource management or related fields would be an advantage.

Note – some intra and interstate travel will be required