



We acknowledge the Traditional Owners of the Queensland National Park Estate and strongly support co-stewardship with Queensland Parks and Wildlife Service.

Patron: Her Excellency the Honourable Dr Jeannette Young PSM, Governor of Queensland

Position:

Operations Manager, National Parks Association of Queensland Inc.

Location:

9/36 Finchley Street, Milton, Brisbane QLD (flexible working by negotiation).

Tenure:

12-month contract, part time at 22.8 hours per week (negotiable).

Remuneration:

\$80,000 pa (\$48,000 pa pro rata), plus 11.5% superannuation.

Requirements:

Australian/New Zealand Citizens and Australian Permanent Residents only.

POSITION SUMMARY

The National Parks Association of Queensland Inc. (NPAQ) advocates for the protection, expansion and effective management of the protected areas in Queensland; offers a bushwalking and outdoor recreation activities program; and provides opportunities to participate in community conservation and citizen science projects.

NPAQ supports the development and application of scientific and professional knowledge in advancing national parks and nature conservation in Queensland.

Working closely with the NPAQ Council and its various committees, staff and volunteers, your role is to contribute to the achievement of NPAQ's mission, the building of a sustainable future for NPAQ, and strengthening the Association's funding base and public profile.

The position requires experience and/or specific capability in the following areas:

- Office management and business administration
- Corporate systems management and support
- Public events and activities management, including children's activities
- Volunteer coordination and management
- Research and data insights

ACCOUNTABILITIES

The duties of the position will encompass, but not be limited to, those outlined below.

Key Accountabilities

- Coordinating office management and maintenance.
- Maintaining corporate systems and overseeing business continuity.
- Coordinating business administration, including registrations, donations, insurances and membership fees.
- Supporting the Activities Committee and coordinating member events (quarterly).
- Coordinating public events and engagements in partnership with rangers and community partners.
- Coordinating volunteer programs, including program development and volunteer attraction, training and retention.
- Assisting with external communications and fundraising.
- Scoping out and applying for relevant grants to support NPAQ's business operations and events.
- Regularly monitoring, evaluating and reporting on business risks and the outcomes of business operations.

Other Accountabilities

- Assist in driving advocacy and public engagement to ensure organisational growth and relevance.
- Participate in strategic and operational planning, team building and performance development.

RELATIONSHIPS

The position reports directly to the NPAQ Chief Executive Officer.

The position works closely with:

- NPAQ Marketing and Communications Manager
- NPAQ Conservation Manager
- NPAQ Accounts Officer
- NPAQ Marketing, Communications and Engagement Committee
- NPAQ Activities Committee

Other key relationships are:

- NPAQ Council/Executive
- NPAQ members, supporters and subscribers
- Other not-for-profit organisations involved in nature advocacy and outdoor events and activities.

SPECIAL CONDITIONS

- Current CPR and First Aid certifications
- Current Blue Card (work with children)
- Will be required to abide by the [NPAQ Code of Conduct](#).
- Some weekend and out of hours work may be required.
- Inter and intra state travel as required.
- A current driver's licence is desirable.

SELECTION CRITERIA

Essential:

- Proven capability in office management, business administration and maintenance of corporate systems (e.g. SharePoint, WordPress, Monday.com).
- Demonstrated success in coordinating activities and events for members, community and stakeholders.
- Experience in volunteer management, including volunteer attraction, training and retention and program development and implementation.
- High degree of competence in risk management and business continuity.
- Strong organisational skills, effective communication, and the ability to multitask in a dynamic environment.

Desirable:

- A passion for protecting the environment.
- At least three-years' experience in the not-for-profit sector, working across various business operations.
- Appropriate tertiary qualifications in a relevant discipline, such as education, training or business administration, or an equivalent combination of relevant experience.
- Experience in external communications, grant writing and fundraising.
- Strong people skills and a flexible approach when working in a team.

HOW TO APPLY:

To apply for this position, please submit **via email** your resume and a 2-page cover letter explaining why you are interested in this position and how you meet the selection criteria listed above (4 pages maximum total).

Applications are to be sent to admin@npaq.org.au by COB Monday 9 September 2024.



NPAQ is committed to social inclusion, cultural diversity and equal opportunity employment.