



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 AC PSM,
Governor of Queensland*

Position:

Manager (Parks Connect Program), National Parks Association of Queensland Inc.

Location:

9/36 Finchley Street, Milton, Brisbane QLD, Walkabout Creek Discovery Centre and David Fleay Wildlife Park (flexible working by negotiation).

Tenure:

12-month contract, part time at 30.4 hours per week (negotiable).

Remuneration:

\$80,000 pa (\$64,000 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.

The State of Queensland, acting through the Department of Environment, Tourism, Science and Innovation, recently granted NPAQ \$200,000 to pilot a new Queensland Parks Connect Program over 12 months in South East Queensland. The program consists of the following five, complementary sub-programs:

- Junior Ranger – a development program for Queenslanders (typically aged 7-12 years) interested in learning about conservation and park management. Junior Rangers would typically complete a basic series of learning activities, with graduation on completion.
- Cadet Ranger – a development program for Queenslanders (typically aged 13-18 years) interested in learning about conservation and park management. Cadet Rangers would typically complete an advanced series of learning activities, with graduation on completion.
- Park of the Month – an opportunity for Queenslanders to experience and learn more about their local parks through a series of organised park activities and events (different park each month, TBD).
- Volunteer Ranger – an opportunity for adult Queenslanders with relevant skills and experience to get involved in activities that support the effective day to day management of parks, including engaging with visitors.
- Campground Host – an opportunity for adult Queenslanders with relevant skills and experience to get involved in activities that support the effective day to day management of park campgrounds, including engaging with campers.

Working in collaboration with the Queensland Parks and Wildlife Service (QPWS), as well as other NPAQ staff, committee members and volunteers, this position will coordinate the development and delivery of the Parks Connect Program, including the five sub-programs, being Junior Ranger, Cadet Ranger, Park of the Month, Volunteer Ranger and Campground Host.

The Queensland Parks Connect Program has been designed with the following purposes in mind:

- to assist the QPWS deliver against the 'Connect' theme in [Queensland's Protected Area Strategy 2020–2030](#);
- to build the capacity of NPAQ to be a valued partner to the QPWS, the Queensland Ranger Association and Friends of Parks Queensland; and
- to build a pipeline of potential/future park rangers, park volunteers and park supporters.

ACCOUNTABILITIES

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

Key Accountabilities

- Developing work programs and supporting materials for the Queensland Parks Connect Program, in collaboration with QPWS and other key stakeholders.
- Delivering public engagements and activities, including children's activities.
- Coordinating volunteers, including volunteer attraction, training, deployment, recognition and retention.
- Assisting with external communications and promotions.
- Regularly monitoring, evaluating and reporting on the Queensland Parks Connect Program.

Other Accountabilities

- Assist in driving advocacy and public engagement to ensure uptake, growth and relevance of the Queensland Parks Connect Program.
- Participate in strategic and operational planning, team building and performance development.

RELATIONSHIPS

The position reports directly to the NPAQ Chief Executive Officer and works closely with:

- NPAQ Social Media and Engagement Officer (Parks Connect Program)
- NPAQ Operations Manager
- NPAQ Marketing and Communications Manager
- NPAQ Marketing, Communications and Engagement Committee

Other key relationships are:

- QPWS
- NPAQ committee members and volunteers
- 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:

- Demonstrated success in coordinating programs, public activities and events in partnership with community and stakeholders.
- Proven experience in volunteer management, including volunteer attraction, training and retention and program development and implementation.
- High degree of competence in planning, risk management, monitoring, evaluation and reporting.
- Strong organisational skills, effective communication, and the ability to multitask in a dynamic environment.
- Experience in grant management and reporting.

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 program management, education, training or an equivalent combination of relevant experience.
- 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 Thursday 28 November 2024.

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