

**Why we are here**

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

wwf.org.au

Job Description

WWF-Australia

ABN 57 001 594 074

Department	Conservation
Unit/team	Regenerative Country
Job Matrix Group	WWF Conservation
Job Matrix Level	6
Job Title	First Nations Inclusive Conservation Project Coordinator
Reports to	First Nations Program Manager
Direct Reports	Nil
Location	WWF-Australia Office/location negot.
Job Type	Full Time Maximum Term Contract
Contract Period	2 years
Hours per week	38
Award Coverage	Award Free
Approval	Head of People and Property
Approval Date	23/01/2025

Organisational Context

For over 60 years, WWF has been a powerful voice for nature and communities. We are a values-driven and diverse global network of local organisations working in 100 countries. We work as a catalyst with communities, First Nations, governments, businesses, innovators, and philanthropists towards our global mission: to build a world where people live and prosper in harmony with nature.



-	WWF-Australia uses our expertise to conserve biodiversity, empower communities and halt climate change in Australia and the Asia-Pacific region. With the knowledge and traditions of First Peoples and local communities, together we can bring change on a global scale for climate, nature, and people. Join us and help Regenerate Nature by 2030.
Department Context	WWF-Australia's strategy requires all staff to support the delivery of our objectives which aim to catalyse regeneration towards 2030 across the following strategic priorities: Regenerative Sky (Climate), Regenerative Country (Land) and Regenerative Saltwater (Oceans) - that deliver inclusive conservation outcomes. These three solution pathways are enabled by a focus on Mobilising Millions, a Regenerative Economy and ensuring a Future Fit Organisation.
Job Purpose	The position works within the First Nations team to assist domestic project managers to elevate Inclusive Conservation (IC) practice in a standardised way. The role seeks to ensure that access and equity is reflected in all WWF-Australia programs, projects and activities. The role is responsible for creating meaningful social impact through delivering Inclusive Conservation goals in line with WWF-Australia's Inclusive Conservation Roadmap and FY24-26 Strategic and Business Plans.
Key Accountabilities	<ul style="list-style-type: none">• Coordinates work and reporting against deliverables between the First Nations team, First Nations Working Group, Inclusive Conservation Working Group (ICWG) and Evaluation, Science and Safeguards Team.• Prepares advice, tools and resources to contribute to the development of Inclusive Conservation activities, policies and procedures such as the best practice implementation of Free Prior and Informed Consent (FPIC) within conservation programs.• Works collaboratively with colleagues from Regenerative Country, Regenerative Sky and Regenerative Saltwater pillars to integrate Inclusive Conservation Practices to deliver conservation outcomes in line with the 2024-2026 Strategic Plan.• Supports WWF-Australia programs to deliver strategic Inclusive Conservation goals and Sustainable Development Goals (https://sdgs.un.org/goals).• Builds strong and cohesive relationships that deliver strategically aligned key performance indicators.• Evaluates and reports on social impact, both for individual initiatives and programs.• Supports staff to track, implement and deliver the organisational Inclusive Conservation Roadmap.
Job Level Responsibilities	<ul style="list-style-type: none">• Contributes to strategic and/or operational planning, systems, processes, delivery and reporting.• Complies with legislation and standards, policies and practices, particularly advocacy with excellence, information security, health and safety, child protection, prevention of sexual exploitation and abuse, security, sustainability, and equal employment opportunity.• Aligns own work with WWF's mission, Guiding Principles, Brand and I-CCaRe Values – Integrity, Collaboration, Courage, and Respect.• Seeks approval from the CEO for international travel.
Relationships & Communications	Team-working is WWF's preferred way of working requiring positive and constructive relationships across the organisation. Key relationships include:



- First Nations Program Manager, First Nations Principal Advisor, First Nations Working Group, Inclusive Conservation Working Group, Environmental and Social Safeguards team.
- Partners and stakeholders including scientists, government agencies, Indigenous groups, community groups and other NGOs to build collaborative working relationships.

Job Challenges

- The position requires the skills to build trust and work collaboratively to achieve engagement across diverse teams.
- The geographically dispersed nature of WWF (e.g. requires advanced people and project management skills/communication skills/engagement etc).
- Anticipating media/supporter/community reaction to issues and tailoring positions and communication to achieve positive outcomes/leverage opportunities.
- Maintaining a high level of accuracy during high workload periods.
- Maintaining knowledge of WWF's strategic objectives and activities and communicating this to the public and supporters in an engaging, meaningful way.
- Identifying a set of transformative conservation strategies and activities that deliver tangible outcomes to meet Indigenous partner and local community aspirations and WWF goals.
- Working in a remote region of Australia without the support of a team requires the development of rigorous risk management strategies and regular communication with colleagues.

Essential Selection Criteria

- Knowledge of the conservation, social and community issues affecting Indigenous Australians and local communities.
- Understanding of the UN Declaration on the Rights of Indigenous Peoples (UNDRIP).
- Experience working with multiple programs and teams.
- Demonstrated ability to communicate with a wide variety of audiences.
- Skills in advocating and implementing policy relating to Inclusive Conservation or Indigenous Engagement.
- Well-developed presentation/verbal and written communication skills.
- Organisational skills/ability to meet deadlines/attention to detail/analytical/problem-solving.
- Ability to work in a flexible team based environment.
- Intermediate level skills in MS Office.

Desirable Selection Criteria

- Demonstrated generalist experience identifying, developing and coordinating engagement procedures and activities with Indigenous stakeholders and Traditional Owners on relevant land and sea country issues such as capacity building, management (including land and sea rangers), Indigenous Protected Areas, social justice, Indigenous knowledge systems, cultural heritage or sustainable development.
- An understanding of, and support for, workplace sustainability principles.
- Experience in Non- Governmental Organisation's and/or Indigenous organisations
- Experience working with multi-stakeholder environments.
- Experience developing tools and resources to upskill staff on Inclusive Conservation and Equity principles and procedures.
- Previous experience in an NGO or Indigenous organisation.
- A network of contacts in Indigenous policy spheres.
- Project management skills and experience.
- Demonstrated strong relationship building/networking skills.



- Previous experience in cross-cultural communication.

Credentials

- Tertiary qualifications in conservation, social development, community engagement, degree/certificate and/or equivalent relevant experience.
- Current Drivers License.

Does this role involve working with children?

- No

Job Requirements

- Provide evidence of completion of a full-course of an Australian government-recognised vaccination against COVID-19.
- Employment background checks
- After hours work on infrequent occasions
- On roster to attend to forums and events as required
- Interstate/international travel infrequently and with advance notice
- Field work which may involve overnight stays or camping

How to Apply

Applicants can apply via <https://wwf.org.au/about-us/jobs-at-wwf/>. Only those applicants applying online via the eRecruitment System will be considered.

Please include the following two attachments: (1) a cover letter/statements against the selection criteria and (2) your resume (CV).

Due to the nature of the role, this position is advertised for Aboriginal and Torres Strait Islander candidates only in all states and territories except NSW. WWF-Australia is in the process of applying for an exemption to permit it to target similar roles to Aboriginal and Torres Strait Islander candidates in NSW in future but has not yet received that exemption. In NSW, we encourage Aboriginal and Torres Strait Islander candidates to apply.