



**Friends of Grasslands**  
supporting native grassy ecosystems



## Project Officer

**Are you a graduate with a passion for conservation  
and sustainable development in Australia?**

**Are you seeking opportunities to use your skills and experience  
to create positive social, economic, and environmental change?**

**The organisation:** Friends of Grasslands (FOG) is a volunteer community organisation based in Canberra and dedicated to the conservation of natural temperate grassy ecosystems in south-eastern Australia. The group advocates, educates and advises on matters to do with the conservation of native grassy ecosystems, and carries out surveys and other on-the-ground work. FOG's members include professional scientists, landowners, land managers and interested members of the public. More information about the organisation can be found at [fog.org.au](http://fog.org.au).

This Project Officer role will be hosted through a collaboration between FOG and the Canberra-based consultancy, Sustineo Pty Ltd. Sustineo is an innovative and dynamic consulting firm working at the intersection of research, evaluation and impact in Australia and the Asia-Pacific. The Sustineo team has a proud history of helping diverse organisations in Australia and across the Asia-Pacific region to understand and solve difficult problems and contributed to sustainable, positive change.

**The opportunity:** This is an opportunity to join a progressive consultancy company in providing key services one day per week to FOG, a dedicated and collegiate not for profit community group working on interesting and important environmental advocacy in the ACT and southeast NSW. In addition, from time-to-time, additional casual work for Sustineo on unrelated projects is also anticipated.

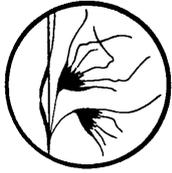
**The person:** We are looking for a Project Officer to join FOG's team. You will be self-motivated, adaptable, professional, and committed to creating positive environmental change. You will be open to new and challenging opportunities in a supportive working environment. You will be undertaking key activities for the conservation of grassy ecosystems in south-eastern Australia.

You will be reporting to a FOG Committee representative, while reporting to the Sustineo CEO, meeting on a regular basis with team members of both organisations as required.

**The role:** The role will involve responsibilities across the organisation. These will include:

- **Advocacy** – working with the team, monitoring issues, and coordinating and finalising formal responses to promote better outcomes for conservation of key matters in legislation, policy, strategies, and ecological management.
- **Communications** – assisting with preparation and coordination of written media and organisation of events.
- **Projects** – Undertake background research and provide input to policy development and projects.
- **Team Management** – communicating with Friends of Grasslands core and associate teams, participating in events as desired.
- **TBD** – as shaped by you and by your strengths to help support, develop and grow the organisation.

The position is equivalent to one day a week, working remotely. There is flexibility in how this is undertaken.



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**The attributes:** The successful applicant will bring their own unique range of skills and attributes to our work. The following are some of the basic (not exhaustive) attributes and skills we seek:

- Good organisational and communicative skills.
- Subject matter knowledge within – or complementary to – the conservation of grassy ecosystems in south-eastern Australia.
- Good computer literacy.
- Good written and verbal communication.
- Ability to work efficiently and effectively with limited supervision in a volunteer run environment.
- Willingness to apply skills to a range of areas.
- Other – what are the skills you think you best contribute?

A tertiary undergraduate qualification is a minimum requirement for the role.

The position is 0.2 FTE, based in Canberra, with an annual salary including superannuation of \$13,500 (based on a full-time equivalent role of \$67,500). The position is for an initial six-month pilot period. Additional casual work may also be available from time to time.

**Applications:**

Applications are due 11:30pm Thursday 23 June 2022 (Canberra time). Your application will include:

- Resume outlining your expertise, experience, and qualification relevant to the role (2-page limit).
- Cover letter for why your skills, experience, and qualifications make you the best candidate for this opportunity (2-page limit).
- Details of two referees (include in resume) whom we may contact.

Submission of applications, as well as any questions related to the role, should be submitted to [recruitment@sustineo.com.au](mailto:recruitment@sustineo.com.au), with the subject line 'Recruitment – FOG Project Officer',