

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.

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.

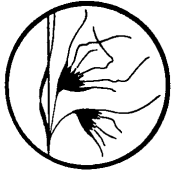
The person: We are looking for a Project Officer to join FOG's team. You will be self-motivated, adaptable, professional, and committed to creating positive environmental change. You will be open to new and challenging opportunities in a supportive working environment. You will be undertaking key activities 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, with the subject line 'Recruitment – FOG Project Officer',