



POSITION DESCRIPTION

SUSTAINABILITY & COMMUNITY OFFICER

Reports to:	General Manager - Operations
Location:	Barwon Coast Office (Barwon Heads VIC)
Job Type:	Permanent Full Time (with flexibility to negotiate 0.8 FTE)

BARWON COAST

Barwon Coast Committee of Management Inc (Barwon Coast) is delegated to manage 22km of the coast along Victoria's Bellarine Peninsula. This includes the beaches and foreshores of Ocean Grove, Barwon Heads, 13th Beach, Black Rock and Breamlea. In partnership with Traditional Owners, Barwon Coast's charter is to protect and enhance the natural environment and provide opportunities for residents and visitors to enjoy these areas.

Management of the foreshore is done strategically through implementation of the Barwon Coast Coastal and Marine Management Plan 2020 - 2025. This includes developing master plans and coastal adaptation plans, managing infrastructure, caring for the coastal reserves, operations of caravan parks, education programs and supporting community volunteer groups linked to the coast.

OUR VALUES

At Barwon Coast, **WE CARE**. Our workplace values are **C**ommitment, **A**uthenticity, **R**espect and **E**xcellence. At Barwon Coast we work towards shared goals, we act with integrity, we are knowledgeable, genuine and trustworthy. We are inclusive, we recognise everyone's contribution and we take pride in a job well done.

POSITION PURPOSE

The Sustainability & Community Officer is responsible for coordinating the implementation of Barwon Coast's sustainability priorities, strengthening volunteer and community partnerships, and delivering targeted environmental education and engagement initiatives.

The position plays a key role in supporting the implementation and monitoring of Barwon Coast's Sustainability Plan, working collaboratively across the organisation to embed practical, measurable and environmentally responsible practices into operations, projects and decision-making.

The role coordinates relationships with volunteer and environmental groups, ensuring effective partnerships, appropriate support and meaningful opportunities for volunteers to contribute to Barwon Coast's environmental and community objectives.



The position also coordinates targeted environmental education and engagement initiatives, with an emphasis on partnerships, accessible resources and high-value learning opportunities that promote environmental stewardship and community connection.

Reporting to the General Manager - Operations, the position works closely with the Natural Resources Team, operational managers, Traditional Owners and external stakeholders to support the achievement of Barwon Coast's strategic priorities.

CONDITIONS OF APPOINTMENT

The terms and conditions of employment are outlined in an individual employment contract and the applicable Barwon Coast Enterprise Agreement, together with relevant legislation.

The position is permanent full-time, with flexibility to negotiate a part-time arrangement of 0.8 FTE.

The position may require occasional work outside ordinary business hours, including evenings and weekends, in accordance with operational requirements and the applicable Enterprise Agreement.

KEY RESPONSIBILITIES AND DUTIES

1. Sustainability Planning and Implementation

- Support and coordinate the implementation of agreed actions arising from Barwon Coast's Sustainability Plan, working collaboratively with relevant managers and teams to monitor progress and report against agreed measures and targets.
- Work collaboratively with managers and teams across Barwon Coast to integrate sustainability principles and practices into day-to-day operations, projects and decision-making.
- Coordinate and support initiatives relating to waste reduction, water and energy efficiency, emissions, sustainable procurement, transport and resource management.
- Support the development, implementation and review of sustainability policies, procedures and associated initiatives to ensure compliance with sustainability legislation.
- Coordinate the collection, analysis and reporting of sustainability data, including progress against agreed targets, measures and key performance indicators.
- Identify and recommend practical opportunities to improve environmental performance, reduce resource consumption and minimise Barwon Coast's environmental footprint.
- Work with relevant operational teams to support waste reduction, recycling and resource efficiency initiatives across foreshore areas, caravan parks and other Barwon Coast facilities.
- Identify relevant grants, funding opportunities and partnerships that support sustainability priorities, and contribute to applications and funding submissions as appropriate.
- Develop and maintain relationships with external organisations, agencies and stakeholders to support sustainability initiatives and outcomes.
- Contribute to internal and external communications that promote sustainability initiatives, achievements and opportunities for improvement.

2. Volunteer Coordination and Community Partnerships

- Coordinate and maintain effective relationships with Barwon Coast's volunteer groups, environmental organisations and community partners.
- Develop and maintain annual volunteer activity plans and partnership arrangements aligned with organisational priorities.
- Coordinate Volunteer Network meetings and facilitate effective communication, information sharing and collaboration between Barwon Coast and volunteer groups.
- Coordinate practical support for volunteer groups, including access to resources, facilities, promotional opportunities and assistance with funding applications where appropriate.
- Maintain, implement and periodically review Barwon Coast's Volunteer Support Strategy.
- Coordinate volunteer induction, training, recordkeeping and relevant safety, insurance and compliance processes in collaboration with responsible managers and teams.
- Promote volunteer opportunities and support initiatives to attract, engage and retain a diverse volunteer base.
- Coordinate volunteer recognition and appreciation activities, including National Volunteer Week.
- Work collaboratively with the Natural Resources Team to identify and coordinate meaningful volunteer activities that contribute to environmental management and conservation outcomes.
- Develop and strengthen partnerships with community and environmental organisations to support shared priorities and outcomes.
- Monitor volunteer participation, activities and outcomes, and contribute to relevant organisational reporting.

3. Environmental Education and Community Engagement

- Plan and coordinate a targeted annual environmental education and engagement program aligned with Barwon Coast's strategic and environmental priorities.
- Identify and prioritise education initiatives that deliver meaningful environmental, educational and community outcomes.
- Coordinate the delivery of selected school, community, seasonal and school holiday environmental education activities.
- Coordinate the procurement, engagement and management of external contractors and service delivery partners supporting agreed education and sustainability initiatives, including monitoring service delivery against agreed requirements.
- Develop, maintain and promote accessible environmental education resources, including self-guided, digital and other learning materials.
- Establish and maintain partnerships with schools, environmental organisations, education providers and community groups to extend the reach and effectiveness of environmental education initiatives.
- Support citizen science, environmental awareness and community stewardship initiatives that encourage participation in caring for the coastal environment.
- Coordinate appropriate use of the Barwon Coast Discovery Centre for environmental education, volunteering and community engagement activities.

- Work collaboratively with Wadawurrung Traditional Owners to support the appropriate inclusion of Caring for Country principles, cultural knowledge and perspectives in relevant education programs and resources.
- Monitor participation, feedback and outcomes to inform ongoing improvements to environmental education and engagement activities.

4. Planning, Reporting and Continuous Improvement

- Develop and maintain annual work plans, schedules and priorities for sustainability, volunteering and environmental education activities.
- Monitor progress against agreed objectives, deliverables, performance measures and applicable legislation.
- Prepare reports, updates and recommendations for the General Manager and other relevant stakeholders.
- Contribute to budget preparation, expenditure monitoring and the effective use of resources within approved budgets and delegated authority.
- Coordinate procurement activities relevant to the position in accordance with Barwon Coast policies and procedures.
- Identify opportunities to improve systems, processes, partnerships and program delivery.
- Maintain accurate records, documentation and information in accordance with organisational requirements.
- Contribute to organisational planning, projects and continuous improvement initiatives as required.

5. Organisational Responsibilities

- Demonstrate behaviours consistent with Barwon Coast's values, policies and Code of Conduct.
- Comply with relevant legislation, organisational policies, procedures and applicable regulatory requirements.
- Actively contribute to a safe and healthy workplace by identifying and reporting hazards, managing risks within the scope of the position and complying with occupational health and safety requirements.
- Support inclusive, respectful and collaborative working relationships with colleagues, volunteers, stakeholders and members of the community.
- Contribute to Barwon Coast's commitment to environmental sustainability, responsible coastal management and continuous improvement.
- Undertake other duties reasonably within the scope, skills and classification of the position.

KEY RELATIONSHIPS

Internal

- General Manager – Operations
- NRM & Open Space Coordinator
- Natural Resources Team
- Caravan Parks and Operations Teams
- Marketing and Engagement Team
- Other Barwon Coast employees and managers

External

- Wadawurrung Traditional Owners
- Volunteer and environmental groups
- Schools and education providers
- Community organisations and environmental agencies
- Government agencies and funding bodies
- Visitors and members of the community

KEY SELECTION CRITERIA

Qualifications and expertise

- Relevant tertiary qualification in environmental sustainability, environmental science, natural resource management, environmental education, community development or a related discipline, and/or equivalent relevant experience.
- Demonstrated experience coordinating sustainability, environmental, volunteer or community engagement initiatives.
- Experience planning, implementing and monitoring projects or programs involving multiple stakeholders.
- Demonstrated experience developing and maintaining effective relationships with volunteers, community groups, government agencies or other external stakeholders.
- Sound understanding of environmental sustainability principles and their practical application within organisational operations.
- Experience in environmental education, community engagement or volunteer program coordination is desirable.

Knowledge, skills and capabilities

- Strong organisational, planning and coordination skills, with the ability to manage competing priorities and deliver agreed outcomes.
- Ability to work collaboratively across teams and influence the adoption of practical improvements.
- Well-developed interpersonal, communication and stakeholder engagement skills.
- Ability to collect, interpret and present information to support monitoring, reporting and decision-making.



- Sound analytical and problem-solving skills, with the ability to identify practical and achievable improvements.
- Well-developed written communication skills, including the ability to prepare plans, reports, correspondence and educational resources.
- Ability to work independently, exercise sound judgement and make recommendations within the scope of the position.
- Understanding of relevant safety, risk management and compliance considerations associated with volunteer and community activities.
- Commitment to environmental stewardship, community participation, inclusion and Barwon Coast's values.

TERMS AND CONDITIONS OF EMPLOYMENT

Appointment to this position is subject to the successful applicant being able to:

- Provide a satisfactory National Police Check.
- Hold or obtain a valid Working with Children Check.
- Provide evidence of Australian work rights.
- Hold a current Australian driver's licence.

Due to the nature of the position, occasional additional hours, including evenings, weekends or public holidays, may be required. Any additional hours will be managed and compensated in accordance with the applicable Enterprise Agreement.

WORKPLACE HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

The position is required to comply with Barwon Coast's occupational health and safety policies, procedures and relevant legislative requirements.

The position is also expected to actively contribute to the identification and management of workplace risks, particularly those associated with volunteer activities, environmental education programs and community engagement.

VARIATIONS TO POSITION BY EMPLOYER

This Position Description outlines the general nature and level of responsibilities associated with the position and is not intended to be an exhaustive list of duties.

The Position Description may be reviewed and amended from time to time to reflect organisational requirements, following appropriate consultation with the incumbent.