

*~ Use Your Professional Skills to Save Endangered Species ~*

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia. We protect endangered wildlife at 30 locations which we own or manage in collaborative partnerships. AWC's involvement covers a total of more than 6.5 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

Four of these sanctuaries – Karakamia, Paruna, Faure Island and Mount Gibson – occur in southwestern Australia, an internationally recognised “biodiversity hotspot”. These sanctuaries are home to an internationally significant mammal reintroduction project involving species such as Woylies, Black-flanked Rock-wallabies and Western Barred Bandicoots.

AWC is seeking casual guides to join a passionate team to undertake guided nocturnal walks at Karakamia Wildlife Sanctuary. Located in the hills east of Perth, the sanctuary is surrounded by a feral-proof fence and provides a vital refuge to several threatened species.

The successful candidates will have excellent communication skills and an appropriate environmental education, with additional on-ground training or experience being highly desirable. You will be extremely organised, experienced in providing interesting and innovative tours to a wide variety of visitors, and comfortable working alone or as part of a team as required. It is essential to be comfortable with public speaking, that you are fit and active, and have a background or keen interest in nature conservation.

Your main role responsibilities will include:

- Undertaking guided nocturnal spotlighting walks.
- Cleaning and upkeep of the visitor facilities including the visitor centre, toilets and walk trails.
- Accurate handling and accounting of walk fees.
- Assisting with existing, and further development of, an exciting and innovative interpretative program for visitors to Karakamia.

This is a unique opportunity to join Australia's largest non-government conservation organisation and help shape the future of private sector conservation in Australia.

**Enquiries** only:

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**Applications** via: [australianwildlife.org/work-with-awc/careers/](https://australianwildlife.org/work-with-awc/careers/)

To submit an application, visit our careers page (linked above), select the relevant job vacancy, click ‘APPLY’ and follow the prompts to complete an application form.

Your application must include CV and covering letter, briefly addressing the skills and experience listed. Applications that do not meet these requirements will not be accepted.

***Closing date for applications: Sunday 9 May 2021***

**Please note:**

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows ongoing full-time work in Australia, in order to apply for this position. Sponsorship is not available.
2. If you apply for this role, AWC will include you in its ongoing updates and communications about its events, activities and fundraising initiatives. You may opt out of these communications at any time.
3. Any application submitted to AWC will be handled in accordance with our Privacy Policy, available at [www.australianwildlife.org/privacy](http://www.australianwildlife.org/privacy). By providing us with your contact details, your consent to receive communications and direct educational material will remain current until you advise us otherwise.

*To learn more about AWC's sanctuaries, please visit our website [www.australianwildlife.org/sanctuaries/](http://www.australianwildlife.org/sanctuaries/)*

## Role Description

<b>Designation:</b>	<b>Interpretative Guide (casual)</b>
<b>Reporting to:</b>	<b>Admin &amp; Operations Support Officer SW</b> , who directly reports to Regional Operations Manager SW
<b>Based:</b>	<b>Karakamia Wildlife Sanctuary, WA</b>

### Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 30 sanctuaries in which we own or manage in partnership, covering a total of more than 6.5 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

AWC's mission- to deliver effective conservation for all native animal species and their habitats- is achieved by:

- **Operations-** delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science-** delivering a nationally-coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising-** mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

OneAWC is defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all of AWC working collaboratively with each other.

### Values of AWC:

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and is guided by the following values. At AWC, we are:

- **Respectful** – demonstrating care, recognition and integrity
- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity
- **Innovative** – applying creative thinking for effective solutions
- **Accountable** – taking ownership of our actions and outcomes
- **Sustainable** – delivering long-term financial and ecological viability

Four of these sanctuaries are in the southwest region: Karakamia, Mount Gibson, Paruna and Faure Island covering a combined area of more than 100,000 hectares and protecting a diversity of threatened species and habitats in the SW.

Covering 275 hectares in the Jarrah Forest Bioregion, Karakamia Wildlife Sanctuary, is surrounded by a special-purpose conservation fence and is completely predator free. In the absence of foxes and cats, Karakamia hosts one of the most significant remaining wild populations of the critically endangered Woylie. As well as playing an active role in the conservation of threatened mammals, Karakamia hosts a public education program. AWC staff take guided nocturnal walks, introducing guests to some of the fauna that populated the area nearly 200 years ago, before the arrival of feral predators.

An internationally significant program of threatened mammal reintroductions has been carried out at Karakamia, Faure Island and Paruna sanctuaries and this reintroduction program was extended to Mt Gibson in 2011. In addition to translocations of wildlife, the land management program at each sanctuary focuses on feral animal and weed control, fire management and the maintenance of assets and infrastructure.

The south-west region has 20 staff, several interpretative guides and utilises a range of volunteers. There are two staff streams (operations and science) which work together in an integrated manner to design, implement and measure the effectiveness of land management strategies. The position of Interpretative Guide reports directly and receive administration and logistics support by the Administration & Operations Support Officer (SW) but will also take direction from the Regional Operations Manager SW.

The Interpretative Guides co-ordinate and deliver a range of high quality interpretative evening walks and talks for visitors to Karakamia Wildlife Sanctuary. The focus is to provide an interesting and exciting overview of the important scientific, conservation and land management work undertaken by AWC, including highlighting and informing guests about the habitats and unique native wildlife Karakamia supports.

Walks are most commonly undertaken on Friday and Saturday evenings, with occasional tours on Sundays and weekdays by special request. Shifts are 3 hours and include ½ hour set-up, 2 hour walk and ½ hour pack-up. Shift start times vary depending upon sunset, but are approximately an hour before to two hours after sunset. As a casual, the number of shifts can vary from 1 to 2 walks per month on average, to 4 – 6 walks per month during peak tourist times of August – October. A minimum of one shift is required to be worked per month. Shifts are organised up to a month in advance and divided equally between all available guides for that month.

**Critical competencies:**

1. Demonstrated experience in tour-guiding, environmental education and/or sound presentation skills to groups.
2. Demonstrated understanding of and interest in Australian (with a particular focus on the south-west) ecology and conservation issues.
3. Exceptional communication skills, including the ability to clearly convey an organisation's mission and inspire support.
4. Excellent organisational skills, including a demonstrated ability to prioritise tasks in an efficient manner, and co-ordinate and manage events.
5. Ability to work with minimal supervision and as a part of a team as required.

6. An understanding of the Australian Wildlife Conservancy (or the ability to readily acquire knowledge of) including an understanding of the not-for-profit sector, and issues associated with the conservation of Australia's wildlife.

#### **Qualifications:**

1. Formal qualifications in a relevant discipline or extensive experience in environmental education (desirable).

#### **Licences & Certificates:**

1. First aid certificate.
2. National police certificate.
3. Valid manual driver's licence.

#### **Inherent requirements of the role:**

The working environment is predominantly outdoors in a semi-rural location, and can be in the extremes of weather. The role requires a moderate level of fitness and agility. Along with walking for up to 2 hours along uneven bush tracks whilst spotlighting in the dark, the role may include lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be mentally and physically capable of performing these activities in order to carry out the inherent role requirements.

#### **Responsibilities:**

##### **1. Undertaking guided nocturnal spotlight walks**

Key activities and responsibilities:

- Co-ordinate and manage visitors on your allocated spotlighting guided walks with particular regard to safety. This includes:
  - An awareness of each individual's requirements depending upon ages in the group and specific needs and fitness.
  - Their experience walking at night in a bush setting on variable terrain.
  - Your ability to manage the group whilst spotlighting for animals at night and walking on variable terrain.
  - Ensure all relevant AWC policies are complied with in relation to visitors, including occupational health and safety. This includes undertaking safety inductions with groups prior to the commencement of the walk.
  - Notify the Admin & Operations Support Officer of any incidents, accidents or near misses and ensure necessary reports are filled out and submitted per the approved AWC policies and procedures in a timely manner.
- Provide an interesting and informative educational tour discussing wildlife, research and conservation programs at Karakamia and other Australian Wildlife Conservancy sanctuaries.
- Clearly communicate AWC's message with a wide-range of visitors including families, tour groups, school groups, university and TAFE students, environmental organisations, and VIP guests and AWC donors.
- Maintain an up-to-date knowledge of the research and conservation programs currently underway at

<p>AWC, with particular focus on the south-west sanctuaries.</p> <ul style="list-style-type: none"> <li>• Present PowerPoint presentations in an informative matter, as required.</li> <li>• Be available to interact with visitors before, during and after walks and provide information as necessary.</li> <li>• Assist with the organisation of catering requirements and the general running of special events and with large groups, as requested.</li> </ul>
<p><b>2. Visitor facility upkeep</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Ensure the visitor centre and associated equipment is cleaned, maintained and presentable at all times.</li> <li>• Ensure stocks of interpretative material are readily available.</li> <li>• Advise the Admin &amp; Operations Support Officer of any issues (i.e. low brochure stock levels, any broken equipment requiring servicing etc) and hazards (i.e. large holes in tracks) as soon as practicable</li> <li>• Clean the toilet facilities prior to each walk group arriving.</li> <li>• Tidy the visitor centre after each walk group has left. This includes washing and putting away dishes from items used on the night.</li> </ul>
<p><b>3. Fee collection</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Ensure all participants on guided walks are charged at the correct rate and if requested, receipts provided.</li> <li>• Ensure monies balance at the end of the night and necessary paperwork is completed, including EFTPOS and credit card receipts, per the approved AWC procedure.</li> </ul>
<p><b>4. Development of the interpretative program</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Where required, assist with the existing and provide input to further develop and design an exciting and innovative interpretative program for visitors to Karakamia.</li> <li>• Seek out and engage in opportunities for off-site interpretative and educational programs to promote AWC, and other specific programs you could work on. Discuss all ideas with the Admin &amp; Operations Support Officer SW</li> </ul>
<p><b>5. Other tasks</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Ensure you remain up to date with AWC's activities around the country by regularly logging into the AWC Intranet and in particular read the News and What is Happening sections.</li> <li>• Check your AWC email account regularly and respond to relevant requests in a timely manner.</li> <li>• Comply with AWC policies and procedures including safety.</li> <li>• Other duties as required by time-to-time and as directed by the Admin &amp; Operations Support Officer or Regional Operations Manager.</li> </ul>