

## Position Profile

<b>Designation:</b>	<b>Kimberley Interpretations Guide</b>
<b>Reporting to:</b>	<b>Senior Kimberley Interpretations Guide</b>
<b>Based at:</b>	<b>Mornington and Charnley River Wildlife Sanctuaries</b>
<b>Role duration:</b>	<b>6-month contract (approximate start – mid March)</b>

## Organisational context

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 31 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.

Three of AWC's sanctuaries are in the Kimberley region: Mornington, Marion Downs, and Charnley-River, along with four partnerships, the Dambimangari, Wilinggin, and Yulmbu Aboriginal Corporations, and the Commonwealth Department of Defence controlled Yampi Sound Training Area. In total, these sanctuaries and partnerships cover a combined area of over 4.3 million ha and protect numerous threatened habitats and species. The Wildlife Link Centre for Research and Conservation at Mornington is the base for an award-winning land management and science program.

During the dry season, Wilderness Camps operate at Mornington Sanctuary and Charnley River Artesian Range which showcase AWC's work both in the Kimberley and AWC's other sanctuaries. Attracting 4,500 visitors each year, MWC offers a range of accommodation including 14 safari tents, a campground, as well as a licensed bush restaurant and a range of nature-based tours/interpretative products. AWC also operates Charnley River Wilderness Camp in the central Kimberley, with a campground and a small range of tours on offer.

Based at MWC during the dry season, this is a stunning opportunity to be a part of the continued success of an iconic wilderness camp. All proceeds from our Kimberley Wilderness Camps are invested in the conservation of AWC's Kimberley properties. Your success in this role will mean greater public awareness about AWC and the plight of Australia's wildlife.

## AWC values

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:

- **Accountable** – taking ownership of our actions and outcomes

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

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 AWC working collaboratively with each other.

### **Job Description**

An exciting and rewarding opportunity to work in science communication in the remote Kimberley region. This is a rare opportunity to use your excellent communication and guiding skills, as well as relevant ecological experience, to inform public visitors and supporters, about the important conservation work being undertaken by the organisation.

This role focuses on:

- Delivering a broad range of tours (primarily for public visitors, tour groups and AWC supporters).
- Delivering engaging presentations on AWC’s conservation work.
- Assisting with the execution of complex supporter events hosted at AWC Kimberley sanctuaries.

### **Licenses and Qualifications**

- A degree in ecology (or equivalent) is essential. Honours is desirable.
- Extensive natural history guiding experience is desirable.
- Public speaking experience and ability to engage with a wide range of people.
- A current *valid* Australian (or recognized international license) manual driver’s license, with experience in 4WD/off-road conditions is essential.
- Light rigid license and Passenger Transport Driver Authorisation is desirable; training/licensing can be provided to successful candidates.
- Current first aid certificate (essential), senior and/or remote first aid (desirable).
- WA or nationally accredited current RSA (Responsible Service of Alcohol) certificate (desirable).
- National police clearance certificate.
- Working with Children Check (WA)
- COVID-19 Hygiene Certification

### **Critical competencies**

- Passion and enthusiasm for nature and threatened species conservation (an interest in bird watching is desirable).
- Outstanding communication skills, including the ability to:
  - Communicate AWC’s mission, conservation science, and land management programs to AWC supporters and the general public;
  - Lead and deliver an exceptional and thoughtful visitor experience (e.g. including bird watching and kayaking tours)
  - Confidently deliver presentations that engage and inform the public
- Excellent interpersonal skills, including the ability to:
  - Develop professional working relationships with all AWC staff.

- Develop relationships with visitors and supporters.
- Work effectively as part of a small team both within Mornington Wildlife Sanctuary operations and the North West region
- Manage other personnel as relevant to the position, including interns and volunteers.
- Work with children and interact with large groups of people
- Good knowledge of issues associated with the conservation of Australian ecosystems, including:
  - The functioning of Australian ecosystems;
  - Conservation of threatened species;
  - Impacts of threatening processes and ways of mitigating those impacts; and
  - Principles and practice of reintroduction biology.
- Experience, or willingness to learn, identification of wildlife.
- A strong work ethic - flexibility in hours of work to meet operational requirements of the role.
- An ability to work closely and professionally with a multi-disciplinary team.
- Good organisational and logistical skills, including the ability to prioritise and execute a number of tasks in an efficient manner.
- Competence in the use of relevant computer software packages. Competency with MS Excel, Word and PowerPoint.
- Thorough understanding and awareness of safety issues and a willingness to implement them in relation to the tourism industry, working in remote and harsh environments, and working with wildlife.
- Adhere to and administer our Covid-19 vaccination policy. This may include checking all vaccination passports of guests, staff, and contractors on site.
- Experience living and working in a remote environment.
  - This position is physically demanding and includes lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be physically capable of performing these activities in order to carry out the inherent role responsibilities.

## Responsibilities

1. Participate in AWC's communication, education and fundraising programs
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Impart your passion and knowledge for nature and threatened species conservation.</li> <li>• Effectively communicate AWC's mission, conservation science and land management.</li> <li>• Deliver exceptional events and tours for AWC supporters and the public at AWC sanctuaries.</li> <li>• Design and test event activities (e.g. walking tracks, 4WD tours, birdwatching tours), ensuring hospitality arrangements are in place.</li> <li>• Engage your organisational and logistical skills, including the ability to prioritise and execute a number of tasks in an efficient manner, to prepare for events.</li> <li>• Co-ordinate with Development, Science and Operations teams; contribute to event reports; and all other activities associated with implementation of events.</li> </ul>
2. Ensure the collection and presentation of information

<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Provide information to Communications and Development staff, to assist AWC's communications and fundraising strategies (including material for newsletters, website, media etc.).</li> <li>• Provide weekly reports to the AWC internal community network.</li> <li>• Contribute to event reports to report on Development outcomes.</li> </ul>
<p><b>3. Assist with the management of equipment and materials</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Contribute to the maintenance of equipment used by the Kimberley Wilderness Camp team, including computers, communications gear, books, GPS units, etc.</li> <li>• Ensure assets, including vehicles and accommodation assets, are maintained and presentable.</li> </ul>
<p><b>4. Ensure appropriate management of risks in relation to health and safety</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• In accordance with AWC requirements undertake risk assessments and prepare risk management plans for operations at sanctuaries where undertaking events or science activities. The risk assessments and management plans must protect the health and safety of everyone on sanctuary including you, other staff, contractors, volunteers and visitors.</li> <li>• Implement and comply with the provisions of the approved risk management plan. In particular:</li> <li>• Ensure that you and all staff, contractors and/or volunteers have adequate training before using plant, equipment, tools and/or vehicles.</li> <li>• Ensure safety certifications including First Aid and appropriate driving licenses and authorisations are up to date and relevant.</li> <li>• Ensure incident and near miss reports are filled out and submitted as per approved AWC policies and procedures, in a timely manner.</li> <li>• Ensure visitors follow applicable safety procedures when on tours (i.e. wearing seatbelts, lifejackets when canoeing, carrying water, sunscreen, sun hats, not jumping into waters of unknown depth/dangers etc.).</li> <li>• Carry a first aid kit and appropriate communications with you, when out with visitors and guests. Inform your manager of incidents and accidents once appropriate medical treatment has been sought and the situation is in hand.</li> <li>• Ensure correct onsite safety procedures are followed during time off whilst onsite, due to our remote location.</li> </ul>
<p><b>5. Administration</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Ensure required financial records and paperwork are retained and submitted as required.</li> <li>• Maintain other records and diaries relating to the discharge of your duties.</li> </ul>
<p><b>6. Charnley River Host assistance (~2-week swings)</b></p>
<p>In addition to the above duties as Kimberley Interpretations Guide, there is the possibility of stepping into assist with Hosting duties that include:</p> <ul style="list-style-type: none"> <li>• Front of House Duties:</li> <li>• Using online booking system for reservations</li> <li>• Check in and out guests, informing guests about the campground and facilitates, gorges and sites to see on Charnley.</li> <li>• Monitoring camp communications - phone calls, radio calls and Front of House emails</li> </ul>

- Processing payments
- Maintaining campgrounds and the communal fire pit, BBQ's, and bathroom facilities.

#### **7. Other tasks**

Key activities and responsibilities:

- Establish and maintain effective relationships with other AWC staff, Traditional Owners, visitors, neighbours, land management and research agencies, and other stakeholders.
- On request, undertake other tasks, at various AWC Sanctuaries and other locations, as requested by relevant Development or Operations Managers.
- Conduct tours following the principles of the bushwalking code, based on 'Leave No Trace', promote a culture of ecological sustainability and always conduct yourself in an environmentally conscious and sustainable manner.
- Comply with AWC policies and procedures.
- Champion AWC values and OneAWC approach.

## Wilderness Camps Organisational Structure:

