



Position Description

Biodiversity Program Leader

Title:	Biodiversity Program Leader
Organisation:	Bellarine Catchment Network (BCN)
Location:	Bellarine Environment Centre, 865 Swan Bay Rd, Mannerim, VIC, 3222
Salaries / Award:	As per Victorian Workplace Agreement Part Time at 0.6 FTE / 22.8 hours a week Band 8: \$85,784.00 (Pro rata) + 12% Super
Term / Tenure:	12 months (1 year) from commencement date. A further 12-month extension may be possible subject to satisfactory performance and organisational budget.
Reports to:	Executive Officer
Application:	Send applications including a cover letter, resume and responses to the Key Selection Criteria to admin@bcn.org.au before 9am on Monday the 11th of August 2025 .

About Bellarine Catchment Network

The Bellarine Catchment Network (BCN) is a network of over 44 community groups, land managers and government organisations collaboratively delivering environmental projects across the Bellarine and Geelong region. BCN is governed by an incorporated committee and employs a team of permanent contracted and casual staff. We deliver a number of projects in collaboration with partners including Barwon Water, Geelong Cemeteries Trust and our local councils and land managers.

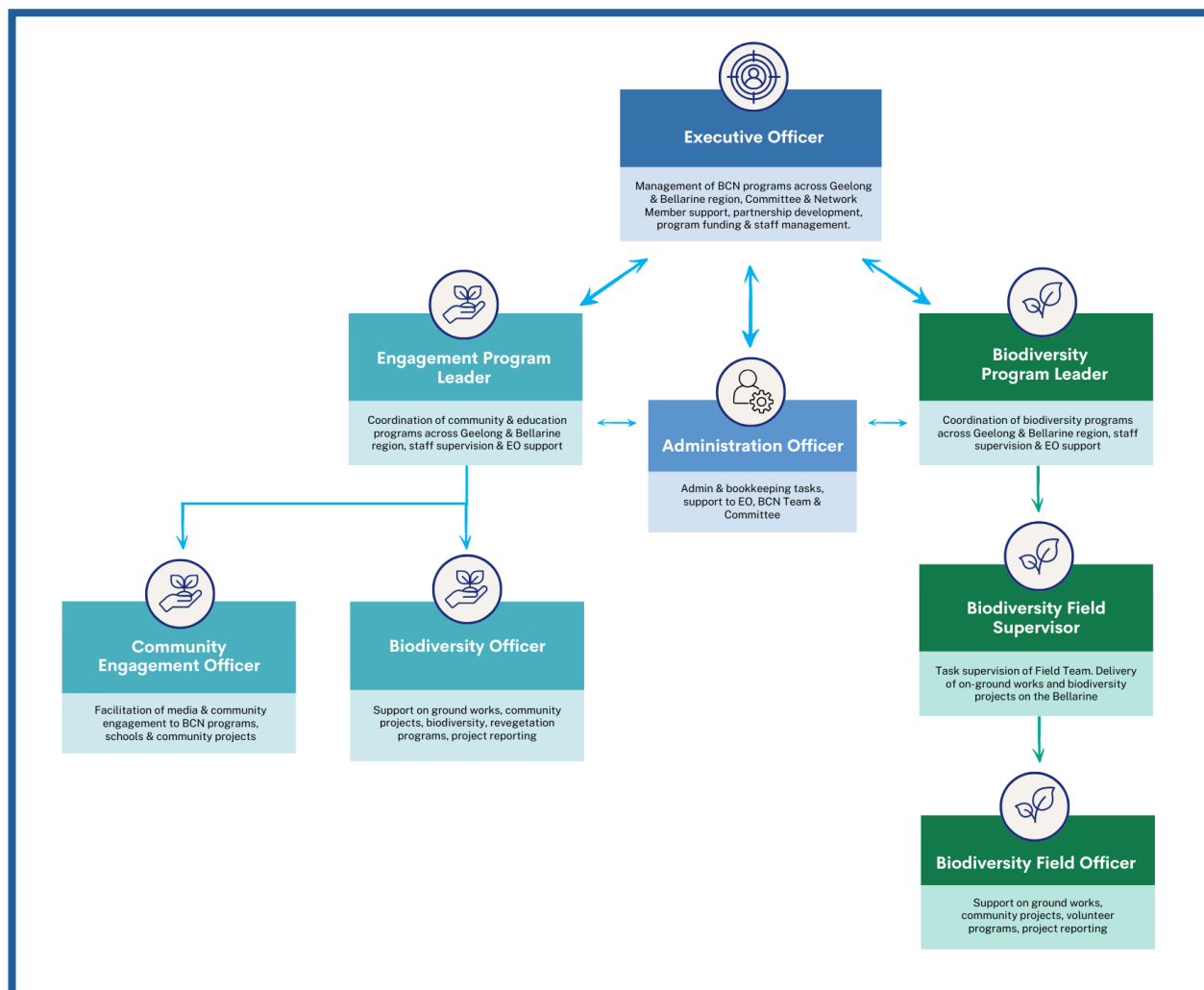
The Bellarine Peninsula is 34,000 ha in area with 137 km of bay, estuary and ocean frontage. Only about 5% of it retains its original vegetation cover. BCN's Vision is for "healthy, flourishing and diverse ecosystems cared for by an aware and engaged community." More information about our plans and projects can be found in our 'Strategic Plan 2023-2028', our latest Annual Report and via website at www.environmentbellarine.org.au.

About the role

We're seeking an experienced and motivated Biodiversity Program Leader to join our Bellarine Peninsula-based team. This is a hands-on leadership role, guiding a field team and managing projects that enhance local ecosystems. This role will report directly to the Executive Officer, work closely with the Engagement Program Leader and will provide leadership and strategic direction and guidance to the Biodiversity Program. This exciting and challenging role requires experience in financial planning, supportive leadership, ecology/bush restoration, regulatory compliance and stakeholder engagement.

Staff Structure

The below structure outlines the current staff structure at Bellarine Catchment Network and how the Biodiversity Program Leader role interacts with the Leadership Team and other staff members.



Strategic Alignment

This role will play a vital role in helping us to achieve the goals in our 5-year Strategic Plan including:

Goal 1: Activate – Deliver evidence-based biodiversity and sustainability services that inspire action for the environment. 1.1 Protect and enhance biodiversity

Goal 3: Empower – 3.1 Develop BCN governance capacity, 3.2 Build financial sustainability and 3.3 Strengthen staff capacity.

Key Duties

Project Management

- Provide leadership and strategic oversight to the operations of the Biodiversity Program including financial and contract management.
- As a key member of the Leadership team, the person will make a significant contribution to BCN's financial, strategic and operational objectives.
- Lead and supervise fee-for-service contracts, grants and partnerships, making sure work is on time and within budget.
- Cultivate positive relationships with project partners, stakeholders and contractors.
- Build the capacity of the Biodiversity Team through delegation of projects and tasks, setting priorities and goals, managing training and equipment needs.
- Deliver high-level biodiversity projects including management plans and site assessments.
- Undertake day to day supervision of the staff within the Biodiversity Team.
- Support the implementation of biodiversity and on-ground works projects, ensuring best practice standards and principles are adhered to.
- Ensure all work is carried out in line with OH&S procedures and compliance obligations.
- Undertake regular biodiversity monitoring, spatial mapping and development of annual reports for project partners.

Professional Practice

- Build and maintain effective partnerships within the team, external partners and stakeholders including community groups, project partners and government organisations.
- Contribute to ensuring the safety and well-being of staff, volunteers, contractors and project partners.
- Cultivate a professional and healthy working culture and environment and increase the capacity of team members.
- Adhere to organisational policies and perform duties in a responsible and professional manner with strong consideration for sensible OH&S and work-place relations.
- Maintain a high level of professionalism and model values of integrity, inclusiveness, respect and collaboration.

Relationships

Internal

- Reports directly to the Executive Officer and alongside the Engagement Program Leader.
- Supervises and manages multiple roles including the Biodiversity Field Supervisor and Biodiversity Field Officers as well as casual Biodiversity Field staff.
- BCN Committee and Sub Committee's, individual group / agency representatives, the BCN Executive Officer and other BCN staff.

External

- Traditional Owners, government departments, Local government, land managers, not-for-profits, community groups and associations, businesses and contractors.
- Key partners including Barwon Water, Geelong Cemeteries Trust and the City of Greater Geelong.

Key Selection Criteria

Essential

1. Tertiary qualification in science, conservation, biodiversity, conservation land management, natural resource management (or similar) or at least 2 years of experience in a similar role.
2. Demonstrated experience delivering high-level biodiversity and/or conservation projects and reports of a strategic nature.
3. Experience in financial and contract management.
4. Strong knowledge of indigenous and invasive plants, local Ecological Vegetation Classes and bush regeneration practices.
5. Experience in effectively managing multiple staff members and/or teams in a way that contributes to a healthy work culture.
6. An ability to maintain strong, positive relationships with partners and stakeholders.
7. A good degree of computer literacy with the ability to use GIS.
8. Motivated with well-developed organisational and time management skills.
9. A positive, open-minded approach to leadership and problem-solving.
10. A current Australian Drivers Licence and Working with Children Check.

Desirable

1. A current Level 2 First Aid and CPR.
2. A current Australian Chemical Users Permit (ACUP) and/or Chainsaw Accreditation.
3. Traffic Control Certificates.

Further Information

Working Conditions

We support flexible work arrangements to better balance work and personal lives.

Diversity and Safety

We encourage people from a diverse range of backgrounds to apply. We are an inclusive workplace and embrace diverse thinking and innovation. BCN is an organisation committed to the safety and wellbeing of vulnerable people.

Contact and Application

For further information about this role, please email Naomi Wells, Acting Executive Officer at naomi@bcn.org.au or 0411 161 705.

Applications are due before 9am on Monday the 11th of August 2025. Please email a cover letter, resume and responses to the Key Selection Criteria in a separate document to admin@bcn.org.au.