



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 Full Time (1FTE). Band 8 Level A: \$89,075.59 + 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 5pm Sunday 19th of April 2026 .

About Bellarine Catchment Network

The Bellarine Catchment Network (BCN) is a network of over 46 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 helping deliver on-ground works and projects that enhance local ecosystems. This role will report directly to the Executive Officer, work closely with the Engagement Program Leader and the Biodiversity Field Supervisor and will contribute to leadership and strategic direction to the Biodiversity Program. This exciting role requires experience in supportive leadership, team motivation, conservation/ecology/bush restoration and project delivery.

The Biodiversity Program Leader will help deliver on-ground works as well as contribute to innovative, strategic and conservation focused projects and coordinate our diverse bush restoration works across the Bellarine Peninsula.

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 financial leadership and strategic oversight to the operations of the Biodiversity Program including contract management.
- As a key member of the Leadership team, the person will contribute to BCN's financial, strategic, governance and operational objectives.
- Investigate, apply for and manage fee-for-service contracts, government grants and partnerships, making sure work is on time and within budget.
- Cultivate positive relationships with clients, project partners, stakeholders and other contractors.
- Build the capacity of the Biodiversity Team in collaboration with the Biodiversity Field Supervisor through delegation of tasks, setting priorities and managing training and equipment needs.
- Manage and deliver biodiversity projects including site-wide revegetation plans, action plans and management plans in collaboration with project partners.
- Support the implementation of biodiversity and on-ground works projects including spraying (knapsack/Quick Spray), grubbing, cutting and painting and any other appropriate methods.
- Undertake day to day management of the Biodiversity Team as required.
- Ensure all work is carried out in line with OH&S procedures and compliance obligations.
- Coordinate and support the team to undertake regular biodiversity monitoring, spatial mapping and development of both regular and 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 and contractors.
- 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 works collaboratively with the Engagement Program Leader.
- Supervises and manages the Biodiversity Field Supervisor, Biodiversity Field Officer 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 biodiversity and/or conservation projects and reports.
3. Experience in financial and/or contract management.
4. Pest plant identification and control experience including spraying, grubbing, cut and paint and other bush regeneration techniques.
5. Experience in effectively managing staff 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 demonstrated spatial mapping skills.
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 Chemical Users Permit (ACUP).
11. A current Australian Drivers Licence.

Desirable

1. A current Level 2 First Aid and CPR
2. Working with Children Check
3. Chainsaw Accreditation
4. 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 **5pm on Sunday the 19th of April 2026**. Please email a cover letter, resume and responses to the Key Selection Criteria in a separate document to admin@bcn.org.au.