

Position Description: Executive Officer

Title:	Executive Officer
Organisation:	Bellarine Catchment Network (BCN)
Location:	Bellarine Environment Centre, 865 Swan Bay Rd, Mannerim, VIC, 3222
Time fraction:	0.8 FTE with option for full-time in right circumstances
Salary:	Pro rata within BCN Band 9: \$103,431 - \$117,320 or BCN Band 10: \$125,532 - \$142,388 plus statutory Superannuation
Term:	24-month (2-year) fixed-term contract with potential to be ongoing, subject to performance and organisational requirements and funding
Application:	Send resume and cover letter addressing the selection criteria to admin@bcn.org.au by 5pm on Sunday 22 February 2026 .

Background

Established in 1997, Bellarine Catchment Network (BCN) is an independent, not-for-profit environmental charity with an annual turnover exceeding \$500,000. Governed by a voluntary Committee of Management, BCN currently employs six staff (5.2 EFT) plus casuals and volunteers.

BCN's mission is '*to be an integrated, inclusive and collaborative network that educates, facilitates, connects and empowers groups and individuals to care for the living things of the land and water of the Bellarine catchment*'. BCN is a growing network with over 45 organisational members including: Landcare, Coastcare, 'Friends of' groups, other environmental and community organisations, land managers, catchment bodies, and government agencies. For further information about BCN's strategic priorities, programs and past Annual Reports refer to: www.environmentbellarine.org.au.

1. The Role

The role offers an exceptional opportunity to lead a well-established and respected environmental charity through its next development stage. As BCN's most senior employee, the Executive Officer will drive BCN's strategic goals by ensuring operational excellence, fostering sustainable partnerships, securing reliable funding, and encouraging forward-looking, innovative programs that protect the region's ecosystems and empower community action.

2. Key Responsibilities

In advancing BCN's mission, the Executive Officer will lead day-to-day operations, ensure financial sustainability and regulatory compliance, and motivate staff and stakeholders to achieve strong environmental and community outcomes.

2.1 Strategic Leadership and Governance

- Lead the development, implementation, and monitoring of BCN's strategic and operational business plans to deliver high-impact environmental outcomes.
- Work closely with the Committee and its subcommittees to ensure effective governance, financial sustainability, risk management and organisational growth.
- Identify emerging trends, risks and opportunities across the NRM landscape and provide strategic advice to the Committee.

2.2 Business Development

- Achieve sustainability and growth by identifying, pursuing, and securing funding opportunities through grants, tenders, corporate partnerships, contracted services, sponsorships and philanthropy.
- Oversee proposal development to ensure compelling outcomes aligned to strategic goals and regional priorities.
- Strengthen BCN's regional impact by fostering programs that advance biodiversity conservation, climate action and sustainable development.

2.3 Operational and Financial Management

- Oversee BCN's finances and ensure compliance with all legal and regulatory obligations.
- Maintain high standards of organisational performance through program evaluation, continuous improvement, and robust systems for finance, administration, operations, safety, and communications.

2.4 Program Oversight and Project Delivery

- Oversee multiple program streams, ensuring effective planning, resourcing, and on-ground delivery
- Maintain alignment between business development efforts and program implementation to maximise environmental, economic, and community outcomes.
- Ensure timely, accurate, and impactful performance reporting to partners, stakeholders and the Network.

2.5 People Leadership and Culture Building

- Lead, mentor and support a high-performing and collaborative team, fostering an inclusive, values-led workplace.
- Oversee recruitment, workforce planning, performance management, and capability development.
- Ensure clear role clarity, constructive feedback, and professional growth opportunities for all team members.

2.6 Stakeholder Engagement and Public Relations

- Build and sustain strong relationships with and between network members, strategic partners, government agencies, key stakeholders and local businesses to enhance BCN's influence and impact.
- Act as a key spokesperson for BCN, effectively communicating its vision, capabilities and achievements to stakeholders, funders, the media and the wider community.

3. About You

- You are driven by purpose, not just process and are motivated to find creative ways to achieve environmental goals.
- Ideally you will come from the environmental or related sector or bring experience from a purpose driven organisation.
- You thrive wearing many hats and applying your skills and experience across a range of functions and tasks.
- You bring a thoughtful and strategic mindset, balancing big-picture vision with attention to detail.
- You enjoy operating autonomously and motivating your small team in a values-driven, collaborative environment.
- Above all, you are passionate about environmental sustainability and committed to creating a healthier, more resilient Bellarine Peninsula.

4. Skills & Experience

- Tertiary qualifications in environmental science, natural resource management, business development or a related field are desirable
- Proven track record of developing and implementing successful resource management strategies or similar programs.
- Current knowledge of relevant environmental laws, best practice methodologies and emerging trends
- A strong understanding of biodiversity, conservation, sustainability and climate change, ideally as they affect the Bellarine.

5. Selection Criteria

The ideal candidate will have experience, capabilities and attributes across the following areas:

- **Leadership:** At least 3 years leadership experience in an environmental management role, preferably in a for-purpose organisation with a Committee/Board
- **Strategy:** Proven ability to develop and execute organisational strategies that delivers impactful outcomes and drives sustainable growth
- **Funding:** Proven success securing funding through grants, tenders, partnerships, contracted services and philanthropy
- **Operations:** Experience overseeing finances and operations, ensuring compliance and strong organisational performance
- **Programs:** Experience managing multiple programs and projects to achieve high-quality delivery and measurable outcomes, preferably with NRM programs
- **Teams:** Proven ability to lead high-performing teams and foster a positive, values-led organisational culture
- **Relationships:** Experience in building and maintaining partnerships and representing an organisation with government, community, industry, funders and media.
- **Community development:** Previous experience fostering community involvement and grassroots action, ideally within an environmental setting.
- **Communications:** Excellent communication and engagement skills, with experience presenting complex information to a variety of audiences.
- **Mission:** Foremost, we are seeking a candidate with a passion for environmental sustainability and a genuine commitment to making our region more resilient.

6. Organisational Relationships

Direct Report:	BCN Committee
Staff Management:	Direct supervision of leadership positions and some other roles Oversight of BCN staff, casual employees and volunteers
Supports:	Leadership team / Staff / Volunteers BCN Committee / Finance and HR Subcommittees / Network members
Internal Liaisons:	Regular liaison with the President, Treasurer and Secretary as required BCN Committee / BCN Subcommittees / Network members / Agency representatives
External Liaisons:	Government departments / Non-government organisations / Media Professional organisations / Corporations / Sponsors / Stakeholders NRM community groups / Schools / Contractors and consultants Bellarine community / Wadawurrung & indigenous communities

7. Working Conditions

- The position will be located at the Bellarine Environment Centre, 865 Swan Bay Rd Mannerim with some flexible/working from home options.
- The nominal hours for this 0.8 position are 30.4 hours per week (ie. 4 days per week).
- Superannuation is provided at the Superannuation Guarantee rate for the financial year.
- The Executive Officer is entitled to paid pro rata annual and personal leave and other entitlements in accordance with the National Employment Standards (NES) under the *Fair Work Act 2009*. No annual leave loading applies.
- Performance reviews will be conducted every 12 months with a probation review at 6 months.
- The BCN has owned and leased vehicles for use by staff. A vehicle can be negotiated within the salary package.
- Some work outside normal business hours is expected, with time off in lieu accrued as per BCN's HR policies.

8. Application

- We encourage people from a diverse range of backgrounds to apply.
- BCN is an inclusive workplace that embraces innovation, workplace safety and staff wellbeing.
- Applications are due by **5pm on Sunday 22 February**.
- Please send a resume and cover letter addressing the selection criteria in a separate document to admin@bcn.org.au.

9. Contact

For further information about the role or application process, please contact Naomi Wells, Acting Executive Officer via email: naomi@bcn.org.au or mobile: 0411 161 705.