



# Ranger Program Coordinator

## Summary

<b>Reports to</b>	Ranger Program Manager
<b>Location</b>	Cape Portland, Tas
<b>Hours</b>	Full time position (38 hours per week) to 30 June 2028. Continued employment thereafter is subject to ongoing funding.
<b>Salary</b>	\$100,000 not including superannuation. Not for profit salary packaging (up to \$18,549) and novated lease option available.
<b>Probation</b>	Six months

## Objectives

The Ranger Program Coordinator supports Melaythenner Teeackana Warrana (Heart of Country) Aboriginal Corporation's (MTWAC) mission to care for country, culture, and community through the Tebrakunna Ranger Team.

Based @ Tebrakunna and occasional travel across Trouwunna (Tasmania), the Coordinator works with our ranger teams to implement cultural and natural resource management activities within the scope of our Indigenous Ranger Program (IRP). The Coordinator will support the Ranger Program Manager in the planning, implementation, and evaluation of IRP projects by ensuring community-driven projects align with MTWAC's goals, stay on time, within scope, and within budget.

**This is an Indigenous identified role.**

## Role specific accountabilities

### Project Planning and Strategy

- As part of our senior land management leadership team the Coordinator will help develop and implement project plans, define project scope, goals, deliverables, required resources, budgets, and timelines.
- Support the Ranger Program Manager to ensure the timely delivery of project milestones and KPIs in alignment with organisational priorities and grant requirements.

### Leadership and Team Coordination:

- As part of our leadership team the Coordinator will work to support cross-functional teams to achieve project objectives.
- Within scope, assign roles and responsibilities to the teams they manage, manage project task lists, and ensure effective communication across all team members, considering both cultural and environmental factors on both land and sea Country while ensuring effective use and management of resources and time.

- Provide leadership and guidance to a team of rangers ensuring efficient and effective delivery of conservation and land management activities.
- Mentor, train, and guide rangers and trainee rangers with a key focus being to support their personal and professional development.
- Promote a positive and inclusive work environment by fostering a strong sense of teamwork and cultural pride.

#### Cultural Knowledge and Practices:

- Maintain and promote traditional ecological knowledge and cultural practices related to land management.
- Contribute to the documentation and preservation of cultural heritage, including sacred sites, oral histories, language, and traditional knowledge representative of the MTWAC community.

#### Stakeholder Engagement

- Support the land management program to cultivate strong relationships and effective communication channels with MTWAC Elders and members, local landholders, stakeholders, and government agencies.
- Facilitate regular project meetings, and present updates to key stakeholders, ensuring transparency and alignment.
- Collaborate with community members through appropriate channels to support community needs and aspirations related to land management and cultural preservation.
- In consultation with knowledge holders, organise and facilitate workshops, training programs, and cultural activities to promote community engagement and knowledge sharing.
- Advocate for the interests and needs of the Tasmanian Aboriginal community, both locally and regionally, in matters relating to natural resource management.

#### Risk Management and Problem Solving

- Identify project risks and develop mitigation strategies to address potential challenges, reporting risks to the Ranger Program Manager.
- Troubleshoot and resolve project-related issues promptly to keep projects on track.

#### Monitoring, Reporting, and Evaluation

- Support the Ranger Program Manager to monitor ranger project progress and maintain comprehensive project documentation.
- Assist other land management leadership team members to prepare and present detailed project reports, including financials, milestones, and impact assessments.
- Collaborate with the land management team to conduct post-project evaluations and identify areas for improvement.
- Ensure accurate documentation of ranger activities, including incident reports, patrol logs, cultural site surveys, and community engagement records.
- Develop and implement a practical works program with Tebrakunna Rangers that ensures delivery of outcomes in priority areas such as cultural burning, cultural site surveys, approved research projects, weed management and ecological surveys.
- Prepare regular reports on program activities, achievements, and challenges for internal and external stakeholders.
- Contribute to the development of funding proposals and grant applications to support ongoing conservation and cultural heritage projects.

## Budget Management

- Assist with the development and management of project budgets, ensuring all expenses are tracked and kept within the allocated budget.
- Work with finance teams to reconcile budgets and complete financial reporting as needed.

## Natural and Cultural Resource Management:

- Ensure regular surveys, assessments, and monitoring of biodiversity, cultural sites, and natural resources are conducted and accurate records are maintained.
- Implement and oversee land and resource management plans, including activities such as habitat restoration, invasive species management, and fire management including planned burns and fire suppression efforts.
- Apply traditional ecological knowledge and modern conservation practices to inform decision-making and enhance resource stewardship.
- As part of the senior land management team support rangers to collaborate with scientists, researchers, and other experts to conduct studies and assessments on ecological and cultural matters.

## Health and Safety:

- Ensure all team members and equipment meet health and safety requirements during all activities.
- Accurately document and report any hazards or incidents in line with Safety and Wellbeing policies and procedures and legislation.

Any other duty or task as reasonably and lawfully directed by MTWAC. This position description is intended to convey essential information about the role and is not exhaustive. Other duties may be assigned as required.

## Desirable qualifications and Experience

- Conservation and Ecosystems Management qualifications or relevant experience in this field, or project management or other relevant experience working in an Aboriginal Community controlled organisation for Aboriginal people.
- Strong organisational and time management skills.
- Excellent communication and interpersonal skills.
- Knowledge of project management software or the willingness to learn.
- Knowledge of budgeting and financial reporting.
- Ability to work collaboratively with diverse communities and stakeholders.

**MTWAC is committed to providing a supportive and culturally safe working environment. In consideration of the importance of cultural connection and community representation, preference may be given to candidates who are active members of the MTWAC community.**