



## **Position Description**

### **Ballarat & Central Highlands Facilitator – Casual (1 day per week)**

**Reports To:** Executive Officer

**Key Relationships:** Fishcare Victoria Committee & affiliated regional group  
Fishcare Victoria Staff – Executive Officer and other Regional Facilitators  
Fishcare Volunteers  
Government Departments and agencies – local and state  
Community Groups  
General Public

#### **Position Overview:**

Fishcare is a community-based program of fishing education and participation activities to promote responsible fishing practices and care for aquatic environments.

Fishcare manages education projects and programs including fishing clinics, primary & secondary school education, publications, research, festivals and conferences.

The Fishcare program is a non-government organisation funded primarily by grants from local, state and commonwealth government sources.

Fishcare Victoria comprises of regional Fishcare groups and employs Fishcare Facilitators to assist and support Fishcare volunteer groups and their committees of management.

The Fishcare Victoria Committee made up of Fishcare Facilitators and representatives of each Fishcare group who are responsible for obtaining funding and setting the strategic direction for Fishcare.

The primary purpose of this position is to recruit and support Fishcare volunteers within the Ballarat & Central Highlands region to deliver Fishcare's responsible fishing education programs. This involves coordinating Fishcare activities with stakeholders as well as project managing the 'All Ability – Fishing is for everyone' fishing program.

#### **Key Responsibilities**

1. Recruit Fishcare volunteers using current networks at universities, angling clubs, disability groups, NDIS providers, community houses and the wider community.
2. Train and advise Fishcare volunteers and groups on current Fishcare Code of Conduct, education programs, policies regarding governance, finances and OH & S ensuring appropriate procedures and practices are adhered to.
3. Plan and deliver the All Ability – Fishing is for everyone program with a 100km radius of home office.
4. Assist with raising the profile of Fishcare programs through internal and external media, including regular contributions and updates to Fishcare social media, website and appearances at major events and significant occasions.
5. Assist in the development and delivery of appropriate extension and education programs in relation to the Fishcare program within a 100km radius of home office and monitor their progress.
6. Oversee new volunteer recruitment and coordinate training for new and existing volunteers as required.
7. Assist volunteers with grant submissions, budgets and financial reporting requirements.
8. Seek long term funding opportunities for regional Fishcare Facilitation and Program expenses.
9. Prepare reports on Fishcare activities and achievements.
10. Contribute to management of state-wide issues and funding as part of the Fishcare Victoria Committee and Team of Facilitators in line with current and future action plans.
11. Attend Fishcare group meetings, AGMs and events when appropriate.
12. Develop and maintain working relationships with major stakeholders, community groups and departments, in particular VFA, VRFish, Coast Action / Coastcare, Catchment Management Authorities, City Councils, angling clubs.

## **Key Performance Indicators:**

### **High Quality Delivery of Services/Programs**

- Feedback sought to improve programs
- Programs reviewed and updated
- High quality activity delivery
- Diversity of program delivery (schools, all ability, come try)

### **Management of Volunteers**

- Turnover of volunteers is low
- Promotes inclusivity and support among volunteers
- New volunteers receive appropriate training
- Volunteer engagement satisfaction
- Volunteer record keeping
- Volunteers are supported and receive training as required

### **Funding and Finance**

- Successful submissions for funding
- Sourcing of new funding opportunities
- Budgets monitored and met
- Accurate and timely financial reporting
- Adherence to policies financial policies and procedures

### **Develop and maintain strong relationships with stakeholders**

- Regular contact with major stakeholders
- Active participation as a member of the Fishcare Victoria Committee
- Participation in forums, conferences, presentations etc
- Positive feedback from stakeholders
- Maintain database of partnerships and stakeholder contacts

### **Profile of Fishcare**

- Regular contributions and updates made to Fishcare social media & website
- Appearances at major events and significant occasions
- Positive media coverage
- Effective use of promotional materials
- Professional conduct when representing organisation
- Regular review of Fishcare Victoria publications and media platforms and contribute ideas for improved performance and interaction

### **Inclusive and Supportive Culture**

- Positive contribution and interactions at staff meetings
- Contributes to a strong internal team environment and ethos
- Demonstrates respect and support for all team members
- When required – support program delivery in other regions and share learnings with other employees
- Address challenges/issues with a positive and solutions focussed mindset in accordance with current policies and procedures

## **Key Capabilities**

### **Qualifications**

- Certificate/Diploma/Bachelor qualification in Fisheries Management/Natural Resource Management or similar (preferred but not essential)
- First Aid level 2

### **Experience**

- Experience working with community groups, as a volunteer or as a volunteer manager
- Demonstrated leadership experience
- Experience in project management
- Experience in the recreational fishing sector an advantage

### **Knowledge and Skills**

- Knowledge on fisheries management / natural resource management issues
- Knowledge of Department of Environment & Primary Industries and its objectives and knowledge of area and local issues
- Knowledge of group dynamics, particularly in the area of volunteer management and an ability to motivate groups

- Well-developed interpersonal, communication and written skills and the ability to address large audiences and dignitaries
- Demonstrated ability to manage projects and meet timelines.
- Demonstrated ability in preparation of grant applications, sponsorships proposals and other funding contracts
- Ability to develop and conduct community awareness and education programs
- Highly developed verbal and written communications skills
- Good attention to detail
- Ability to manage and organise work and self in a systematic, accurate and timely manner
- Information Technology skills in terms of proficient use of major programmes and packages (Microsoft Office) and the Internet
- Drivers Licence with own reliable car – with ability to tow a trailer
- Working with Children Check

**Attributes**

- Excellent interpersonal skills
- Presence and confidence to represent Fishcare
- An ability to work well alone, with other regional facilitators, the state coordinator, volunteers and members of Government Departments and agencies.
- Ability to cope with demanding situations and capacity to accommodate the varying level and urgency of the tasks
- Enthusiastic to further develop abilities
- Flexibility to work outside of normal hours and on weekends.
- No prior fisheries offences