

Position Title	GROUP LEADER – BUSHCARE & PARKCARE PROGRAM
Position No.	VOLUNTEER
Department	Infrastructure and Environment Department
Branch	Environment and Sustainability Branch
Section	Environment and Sustainability Education and Awareness
Award Stream and Level	Volunteer Administrative Services
Review Date	June 2023

Our Values:



COLLABORATION



COMMUNICATION



INTEGRITY



EFFICIENCY



LEADERSHIP

Our Purpose	Together we proudly enhance the quality of life for our community.
Our Values	Underpin behaviours that support and enable us to work constructively together to achieve our purpose.

1. PRIMARY ROLES:

The Group Leader provides a key role in coordinating the group’s volunteers to effectively run a Bushcare or Parkcare site. In addition to undertaking regeneration and on ground conservation activities, this position will lead the administrative requirements of the group and be the main contact between Council and the group.

2. ORGANISATIONAL STRUCTURE:

This position reports to the Community Partnerships and Volunteer Coordination Officer.

3. KEY RESPONSIBILITIES:

- 3.1 Ensure the group keeps accurate records of all volunteer hours in accordance with the Operations Manual.
- 3.2 Be responsible for new volunteers completing induction paperwork before continuing volunteer work, as outlined in the Operations Manual.
- 3.3 Make sure the group holds at least one publicly advertised working bee each year.

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- 3.4 Act as the designated point of contact for Council Officers and the group.
- 3.5 Make a regular commitment to the administrative needs of the group as dictated by the frequency of scheduled activities. For example, completing annual plans, attendance forms, quarterly online reports, Working Be Pre-Start Checklists, Safe Work Instructions, and Unregistered Volunteer Sign in forms.
- 3.6 Complete required Council training. At commencement of your group's creation, you will be required to participate in an induction to Bushcare methods, site orientation and safety.
- 3.7 Wear provided PPE, your own sturdy, enclosed shoes or boots, long sleeved shirt, and long trousers, preferably cotton drill.
- 3.8 Within council approvals, groups and individual's capacity, undertake activities in line with your site annual plan. For example, weed management, tree planting, erosion control, group administration, event support, site maintenance, group promotion, and flora and fauna site monitoring.

4. CORPORATE EXPECTATIONS

- Volunteers are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- The volunteer shall comply, so far as is practicable, with the Work Health and Safety requirements outlined below and shall comply with instructions given by the manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Participate in planning, hazard identification and risk assessment of work activities
 - Report any new work hazard(s) to your supervisor
 - Undertake work only for which you are competent and skilled
 - Question any actions or decisions that you think are unsafe
 - Follow documented work instructions, control measures and procedures
 - Actively participate in all training provided
 - Correctly use and maintain PPE provided, protect yourself, your colleagues, and others
 - Consider safety every day.
- Security of Council information viewed or accessed during the performance of your volunteer duties is contained in the provisions of the Ipswich City Council Code of Conduct for Volunteers and you are required to ensure the security and appropriate intended use of Council information at all times.

5. QUALIFICATIONS:

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Mandatory:

- 5.1 Possess a passion and appreciation for protecting the environment.
- 5.2 Competent in using email and basic computer programs. Able to complete online forms, scan and send documents as attachments.
- 5.3 Appropriate level of fitness to undertake the required duties.
- 5.4 Good people and communication skills to interact with members of the public, Council, and the volunteer team.

Desirable:

- 5.5 Weed and native plant identification.
- 5.6 Previous leadership experience is favourable

5a. ADDITIONAL FACTORS:

Group Leaders will need access to their own computer, phone and email account.

6. KEY SELECTION CRITERIA:

For a newly established group, applicants will need to apply for a Bushcare or Parkcare group and be found successful. The assessment panel will select the most suitable applicant for appointment to the position/s. Selection will be based on your Bushcare Project Plan and the following requirements.

- 6.1 Excellent communication skills with demonstrated ability to manage/recruit volunteers.
- 6.2 Demonstrated ability to work within a team environment and take direction from Council staff.
- 6.3 Capable in using email and basic computer programs.
- 6.4 Experience, passion and or willingness to apply site specific environmental management techniques.