Position Description: Coordinator (Executive Officer)
Organisation: Capricorn Conservation Council (CCC)
Reports to: CCC Management Committee
Employment Type: Part-time / Full-time, as applicable
Location: Environment Centre, Haigh Park, Wandal (Darumbal Country)
Prepared: 1st April 2025

Position Overview

The Coordinator (Executive Officer) is the senior operational leader of CCC. This role is responsible for implementing the strategic direction set by the Management Committee, overseeing daily operations, staff, partnerships, and public engagement. While "Executive Officer" describes the leadership nature of the role, governance authority rests solely with the elected Management Committee in accordance with CCC's Constitution and Coordinator Manual.

Key Responsibilities

1. Organisational Leadership

- Operates independently while consulting and collaborating with the CCC Chair and Committee
- Manages day-to-day operations including overseeing activities, staff, program delivery, and operational procedures in line with best practices
- Maintains alignment with CCC's Strategic Plan and Constitution
- Holds managerial responsibility as both an organisational manager and environmental advocacy specialist
- Provides guidance on future Strategic Plan development

- Reports to the Committee and provides advice on operational matters

2. Staff and Volunteer Coordination

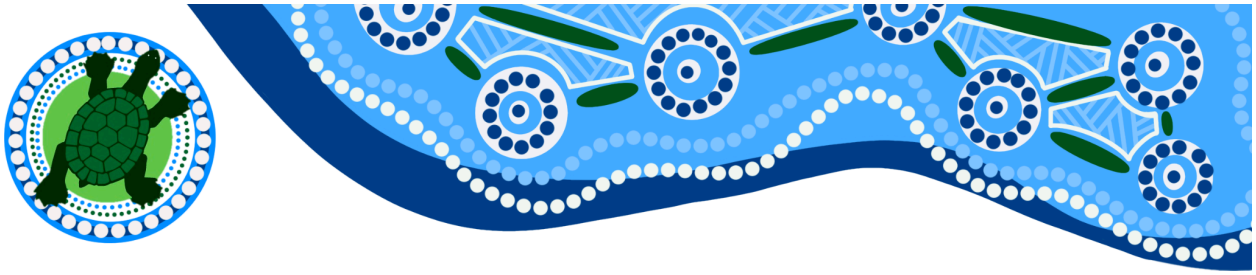
- Trains, supervises, and supports CCC staff
- Ensures staff and volunteers follow CCC's Constitution, policies, procedures, and Strategic Plan
- Manages volunteer induction and membership for insurance purposes
- Maintains a respectful, inclusive, and culturally safe workplace

3. Community Engagement and Advocacy

- Acts as an authorised spokesperson, delivering science-based environmental information to the public and stakeholders
- Identifies and leads environmental campaigns and submissions aligned with CCC's objectives
- Coordinates events, including two public events per year with guest speakers
- Maintains communication via social media, email updates, and public engagement
- Engages with Traditional Owners and Indigenous organisations respectfully, seeking permission and guidance in line with CCC's values

4. Partnerships and Governance Support

- Develops and sustains partnerships with government, NGOs, funders, community groups, and educational institutions
- Collaborates with QCC and participates in Minister of the Environment Round Table (MERT) meetings



- Maintains up-to-date records, contracts, and reporting documents
- Supports the Committee to meet legal, financial, and governance obligations

5. Financial and Compliance Management

- Designs annual budgets in consultation with the Treasurer and Committee
- Manages CCC's credit card and daily financial activities
- Assists with grant reporting and acquittals
- Coordinates tax obligations with the Treasurer, including GST, income tax, and FBT
- Ensures compliance with ACNC, ATO, ASIC, and QBCC requirements where applicable

6. Workplace Health and Safety (WHS)

- Ensures compliance with WHSQ standards
- Conducts safety training and induction
- Implements safety audits and incident reporting protocols

7. Legal, Regulatory, and Policy Compliance

- Upholds obligations under the Fair Work Act and supports staff rights
- Implements privacy and data protection measures in line with the Privacy Act 1988
- Maintains accurate employment records and ensures fair work conditions
- Guides policy development and supports the Committee in ensuring compliance
- Collaborates with QWALC and QCC for policy support and training

8. Facility and System Management

- Maintains The Hut as a functional community and staff space
- Oversees internal systems including IT, project management, administration, and communication
- Manages password security and protects confidential data

9. Risk and Records Management

- Identifies and assesses organisational risks
- Implements risk mitigation strategies and monitors their effectiveness
- Maintains accurate records, enforces access controls, and upholds a data retention policy

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Selection Criteria

Essential:

- Demonstrated leadership experience in not-for-profit, environmental, or community sectors
- Tertiary qualifications in environmental science or a related field
- Knowledge of incorporated association governance
- Excellent stakeholder engagement and communication skills
- Experience in project, staff, and financial management
- Commitment to ecological sustainability, social justice, and cultural competency

Desirable:

- Experience working with Traditional Owners or Indigenous-led organisations
- Familiarity with ACNC, WHS, and regulatory compliance
- Experience in grant writing, policy advocacy, and community-led campaigns

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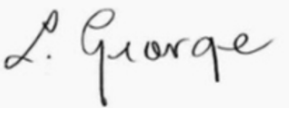
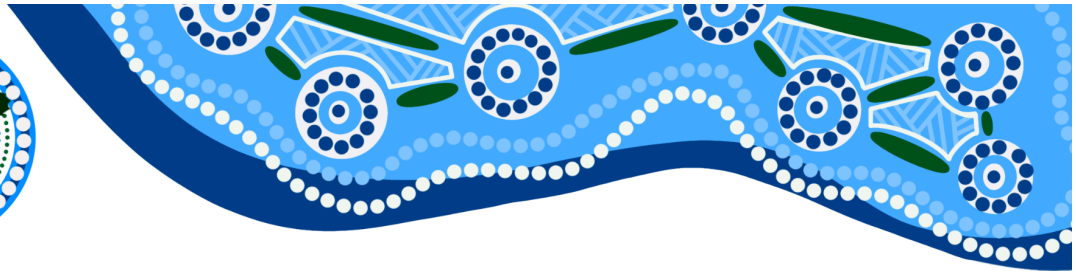
Governance Note

This is a senior operational position. The Coordinator (Executive Officer) does not hold a governance role and cannot act as a member of the Management Committee unless separately elected at an AGM in accordance with the CCC Constitution (Rules 11–13). Use of the term "Executive Officer" is functional and does not confer board-level authority.

Delegation and Review:
This role operates under a Delegations of Authority Policy approved by the Management Committee. Performance is reviewed annually in consultation with the Committee. The Coordinator Manual provides detailed guidance on performance expectations and support structures for this role.

Chair and Committee Authority:

	AUTHORISATION:	
	This version was approved on:	2/05/2025
	This version takes effect on:	02/05/2025
	Authorised by:	CCC Management Committee
	Chair:	Loretta George
	Chair signature:	



Capricorn Conservation Council acknowledge and respect the Traditional Owners and Elders of the land and waters we conserve and protect.