



## INFORMATION FOR APPLICANTS

<b>Position:</b>	Field Officer (On-ground works)
<b>Reports to:</b>	FFS Coordinator
<b>Salary:</b>	\$ 40,170 pa + industry super
<b>Terms:</b>	Full time
<b>Conditions:</b>	3 month probationary period 4 weeks annual leave (pro rata)
<b>Normal Hours:</b>	37.5 hours per week. Monday – Friday 8am – 4pm, however, some earlier starts, weekend or after hours work may be required. (TOIL available as per TFL TOIL policy).
<b>Location:</b>	The position is based at 5 May Terrace, Brooklyn Park. Field work will be undertaken at various locations around the greater Adelaide region and occasionally in other regions of SA.

The role of the Field Officer (On-ground Works) is to undertake in-field bush regeneration and revegetation activities either as part of external contract activities and/or in conjunction with volunteers. The role includes responsibility for in-field supervision of other team members and/or volunteers.

If you have a strong commitment to the environment, coupled with skills, training and experience in working with volunteers we invite you to submit an application.

**Expressions of interest** may be submitted electronically or by mail, arriving no later than **5pm on Monday 16<sup>th</sup> Aug 2010** and should include:

1. A short cover letter or email summarising your experience, a statement explaining why you are interested this position, and the skills and qualities you can bring to the organisation
2. A completed **Expression Of Interest** form (downloadable from the Trees For Life website)
3. Your Curriculum Vitae (in descending chronological order) including the names and addresses and contact numbers of three current referees

### Address your application to:

Dr Mark Ellis  
Manager Bush For Life  
Trees For Life  
5 May Terrace  
Brooklyn Park SA 5032  
[info@treesforlife.org.au](mailto:info@treesforlife.org.au)

**Applications close:** Monday 16<sup>th</sup> Aug 2010

For more information about Trees For Life please visit [www.treesforlife.org.au](http://www.treesforlife.org.au)



Trees For Life is a leading, independent not-for-profit organisation established to promote and assist the revegetation of South Australia and the protection of its remnant vegetation. Our 10,000 members provide one of Australia's largest and most skilled volunteer workforces that drive some of South Australia's largest community environmental programs.

**The Tree Scheme**, including the **Seedbank**, enables landholders to order local native seedlings to plant and volunteers to assist by growing the seedlings in their backyards. These programs work on an annual cycle. Landholders order seedlings in winter, seed is collected all year around and growing supplies are packed for each order by November. Volunteer growers raise the seedlings over summer and landholders plant in late autumn and winter the following year. This program has delivered over 29 million local native seedlings and was a winner of a 2006 Banksia Award.

**The Bush For Life program** trains volunteers in bush regeneration skills and supports them to undertake on-ground works on an extensive network of over 300 remnant bushland sites across SA. Volunteers are encouraged to adopt a site, and by taking part in Bush Action Teams and other supervised group activities. Private landholders of bushland are also supported to manage their own biodiversity and linked to local volunteers. Introductory and advanced workshops are part of the ongoing training and development of volunteer skills. The program was recognised nationally by winning a Banksia Award in 2005 and the Premiers NRM award in 2007.

**The Direct Seeding program** works with volunteers who collect the seed of local native plants, which are then sown directly onto prepared sites using specialised machinery to assist landholders with large scale revegetation work. These programs work on an annual cycle. Landholders register for Direct Seeding in spring, seed is collected over summer, preparation work is carried out in summer and autumn, and seed is sown from May to September. This program has made possible the 125 ha Monarto Zoological Park revegetation project, a leading example of large scale revegetation in the Murray Darling Basin.

The **Carbon Neutral** program enables individuals and organisations to offset their carbon emissions by contributing to the establishment of biodiverse carbon plantings in regional areas. Carbon forests are planted through the Direct Seeding program.

Trees For Life also undertakes various contracts on a **Fee For Service** basis for external clients. These range from ongoing bush regeneration projects using minimal disturbance methods, maintenance of Roadside Marker Systems for native vegetation, direct seeding projects, seed collection, plant propagation and planting projects and coordination of corporate planting events.

#### **The Staff at Trees For Life**

Trees For Life employs around 25 FTE staff including:

Chief Executive Officer	Tree Scheme Manager	Manager Bush For Life
Business Development Manager	Tree Scheme Volunteer Coordinator	BFL Operations Manager(s)
Office Manager	Tree Scheme Officer	BFL Volunteer Coordinator & Support Officer
Administration Officer(s)	Seedbank Manager	BFL Group Activity Coordinator
Membership Officer	Nursery Assistant	Bush For Life Field Officer(s)
Accountant	Direct Seeding Manager	Promotions Officer
Sponsorship Officer	Direct Seeding Officer	Fundraising Officer
Information Systems Officer	Carbon Neutral Operations Manager	Fee For Service Coordinator

An elected **Board of Management** comprising 8 members oversees the running of the organisation.

**A large team of volunteers** work towards keeping the Tree Scheme, Bush For Life, Direct Seeding and general office systems running smoothly. Staff recruit, train and support the volunteers.

**The Trees For Life office** is busy all year round responding to member enquiries, running publicity and fundraising campaigns, issuing a regular newsletter and ensuring that all the detailed work is done to keep the revegetation and bushland protection programs running smoothly.



## DUTY STATEMENT

Position: **Field Officer (On-ground Works)**

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### **Overview**

The role of the Field Officer (On-ground Works) is to undertake in-field bush regeneration and revegetation activities either as part of external contract activities and/or in conjunction with volunteers. The role includes responsibility for in-field supervision of other team members and/or volunteers when required.

### **Key Areas of Responsibility**

1. On ground bush regeneration and revegetation works
2. In-field supervision of team workers
3. In-field supervision of volunteers
4. Administrative

### **Lines of accountability**

The position reports to the Fee For Service Coordinator.

### **Duties of the Position**

#### **1. On ground bush regeneration and revegetation works**

- 1.1. Identify and protect indigenous species
- 1.2. Identify environmental weeds and prioritise their control using minimal disturbance methods and strategies
- 1.3. Undertake fuel reduction activities on sites (eg brushcutting etc)
- 1.4. Preparation and application of herbicide with minimal off target impact
- 1.5. Maintenance and cleaning of equipment and tools
- 1.6. Site preparation, implementation and maintenance of revegetation projects (seed collection, tubestock planting etc)
- 1.7. Other on-site duties as required (eg rubbish and debris removal, fence repair, install signs)

#### **2. In-field supervision of team workers**

- 2.1. Supervise co-workers in on-ground works
- 2.2. Organise equipment and supplies for daily field work activities
- 2.3. Drive TFL vehicles (including trailers)
- 2.4. Be responsible for day to day OHS&W of team members when nominated by management as the day's site supervisor

#### **3. In-field supervision of volunteers**

- 3.1. Supervise volunteers in on-ground works, (including occasional extended trips to other areas of SA)
- 3.2. Drive the BAT Bus with volunteers to sites
- 3.3. Undertake daily OHS&W site inductions for volunteers.
- 3.4. Be responsible for on-site OHS&W of volunteers when nominated by management as the day's site supervisor

#### **4. Administrative**

- 4.1. Keep detailed records and prepare reports of on-ground works and team members' times
- 4.2. Comply with all legislative and OHS&W requirements for documentation of procedures and activities (work zone traffic management, spray reports etc)



**5. Other duties as directed by management.**

In addition to the above, all TFL employees are expected to:

1. Welcome visitors to the Trees For Life office and at other locations, and respond to phone calls and other communications
2. Attend and assist in administering staff meetings
3. Provide reports when requested to the Board or CEO
4. Share responsibility for housekeeping and office security (i.e. cleaning up after events, calling photocopier technician, locking gates at night etc)
5. Contribute to a healthy, happy and productive work environment
6. Suggest initiatives which will extend and enhance Trees For Life's operations and status within the community