



Position Title	Capacity Building Project – Project Executive Officer
Employment Type	Part-time (maximum-term to 30 June 2028). VEFN will also consider engagement of a suitably qualified independent contractor where appropriate.
Location	Primarily online with face-to-face meetings in greater Melbourne and surrounds
Position managed by	VEFN Convenor (Chair)

Who are we

The [Victorian Environment Friends Network](#) exists to connect, inspire, engage and empower individuals, groups and networks to become effective protectors and advocates for the natural environment. Friends groups work principally but not wholly on public land and in urban as well as peri-urban and rural environments. Our ethos is one of collaboration to support a whole of landscape and community approach.

Our objectives are to:

- Provide a united voice to celebrate and advocate for the value of nature and the people that support it
- Build and grow a competent and capable network of individuals and groups to nurture a healthy natural environment
- Empower members to achieve their objectives and thrive
- Support members to engage their communities and support each other
- Grow and sustain the strength, capacity and influence of VEFN long term

Position purpose

The successful applicant will provide project leadership, coordination and delivery services for VEFN's project to strengthen environmental volunteering capacity across Victoria. The services are focused on building and supporting regional collaborations between environmental volunteer groups, networks, local government and aligned organisations in Greater Melbourne. The position will coordinate regional workshops, facilitate relationship-building, identify regional challenges, solutions, successes, champions and shared priorities, and support the development of practical, landscape-scale initiatives.

The role will also include preparing a funding and partnerships strategy to support ongoing capacity building beyond the life of the grant, with deliverables and reporting to be agreed with VEFN.

Remuneration

Remuneration for this position is approximately **\$50,000 per annum**, based on an average commitment of **19 hours per week**.

The workload associated with this role will vary throughout the year in line with project priorities, workshops, events and grant milestones. While the position is based on the average commitment outlined above, additional hours may be available from time to time where project demands and available funding permit.

Final remuneration and engagement arrangements will be agreed with the successful applicant, depending on the agreed employment or contracting arrangement.

How to Apply

Please read through the detailed Position Description, Key Responsibilities and Selection Criteria below. If you are interested and believe you have the skills, experience and capability to undertake the role, please submit your application to jobs@vefn.org.au by 12th August 2026. Your application should include a cover letter outlining your suitability for the role and a current résumé. You may also include examples of relevant work or other supporting material you believe demonstrates your experience and capability.

Applicants wishing to be considered for engagement as an independent contractor are welcome to indicate this in their application.

Label your files as follows:

Cover letter: [Surname][FirstName] Cover Letter

Résumé: [Surname][FirstName] Resume

Supporting material (optional): [Surname][FirstName] Supporting Material

Please direct any questions to jobs@vefn.org.au

Scope of Services

Project Leadership & Delivery

- Develop and implement a practical project delivery plan aligned with the approved project proposal, milestones and reporting requirements
- Manage delivery of agreed outputs, ensuring quality, timing and reporting obligations are met in accordance with the final approved project scope
- Undertake project risk identification and mitigation planning, and maintain appropriate oversight of delivery risks throughout the engagement

Regional Engagement & Network Building

- Build and maintain productive relationships with local environmental groups, networks, councils, CMAs, DEECA staff and allied organisations
- Identify and support regional champions to help lead local engagement and collaboration
- Strengthen participation of regional representatives in VEFN committees and teams
- Foster a culture of collaboration, peer learning and shared problem-solving

Workshops, Roundtables & Capacity Building

- Plan and coordinate regional workshops, roundtables and planning forums
- Design or support the design of workshop formats, facilitation approaches and intended outputs
- Ensure workshops produce clear outputs, records and follow-up actions consistent with the agreed project scope

Project Outputs & Knowledge Development

- Lead the development of project outputs, knowledge products and practical resources arising from the engagement
- Ensure outputs are clearly documented and shared with members and partners
- Contribute to development of case studies and learning resources

Partnerships & Stakeholder Collaboration

- Maintain strong working relationships with DEECA, councils, Parks Victoria, Landcare and others
- Identify and cultivate partnerships with allied organisations

Sustainability & Future Funding

- Develop a practical funding sustainability strategy to support continuation of outcomes beyond the project term
- Identify philanthropic, government and private funding opportunities

Governance, Reporting & Administration

- Report to the VEFN Convenor and liaise with the Capacity Building Grant team and VEFN Committee on progress, risks and deliverables
- Coordinate effectively with the VEFN Communications & Project Assistant and Workshop Facilitator contractors to support integrated delivery
- Monitor progress against objectives and contribute to evaluation and reporting
- Maintain appropriate documentation and administration systems
- Prepare workshop notes and concise reports that clearly summarise activities, outputs and agreed follow-up actions

Key Deliverables / Performance Outcomes

- Regional groupings established and collaborating
- Clear regional priorities and initiatives identified
- Solutions identified to overcome administrative and resourcing barriers
- Increased member participation in VEFN governance and working groups
- Strong attendance and engagement in workshops
- High-quality outputs and implementation pathways delivered
- A clear and viable funding sustainability strategy developed

Skills and Experience

Required Capability

- Demonstrable experience in project management
- Proven experience in strategy development and documentation
- Effective project communication to set expectations, provide feedback, and keep diverse participants engaged and clear about their contributions
- High-level organisational skills, including attention to detail and the ability to secure outcomes from diverse, unpaid contributors within agreed timeframes
- Experience in community engagement, natural resource management or environmental volunteer group facilitation and coordination
- Demonstrated ability to build relationships across diverse stakeholders
- Strong facilitation and engagement skills
- Ability to work independently and manage multiple workstreams
- Strong, versatile communication skills including active listening, clear verbal presentation, concise and accurate written communication, and negotiation
- Understanding of environmental volunteering or community conservation
- Working knowledge of Microsoft 365, including Word, Excel, PowerPoint and OneDrive

Preferred Capability

- Experience working with volunteer networks or peak bodies
- Working knowledge of Victoria's environmental policy landscape
- Broad understanding of biodiversity issues
- Experience in grant development or fundraising

- Experience in workshop design or co-design processes
- Capacity to develop innovative, practical and sustainable solutions to complex problems while aligning delivery with broader environmental priorities
- Experience in using and developing material for social media platforms

Preferred Working Style and Attributes

- Collaborative and relationship-focused
 - Values community-led approaches and volunteer contributions
 - High integrity, takes responsibility and acts as a role model to build trust within the community
 - Ability to inspire, motivate, and gain the cooperation of teams, volunteers, and external stakeholders to work toward a common goal
 - Organised, proactive and adaptable
 - Able to work across different regions and stakeholder contexts
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- A genuine commitment to the environment and nature, demonstrated through study, participation or practical involvement in biodiversity, environmental or community initiatives
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