



Job Specification

Title of Position:	Programs Manager
Salary	\$51,250 p/year plus superannuation
Type of Appointment:	Full-time
Term:	Initially 1 year
Location:	Brisbane
Reporting to:	Chief Executive

ROLE SPECIFICATION

The **Programs Manager** will be responsible for the day to day management of all EA destinations-based programs with strong input, development and management of nominated relationships and programs. The key focus is to co-ordinate, provide relationship management and support the financial sustainability and program quality of Ecotourism Australia's destination programs, including:

- Ecotourism Destination Certification program,
- Green Destinations Sustainable Destination Certification program,
- Parks Peer Review program,
- Assisting our members, and the industry, to transition to a low carbon future
- Secretariat services – currently TAPAF,
- Preparation of relevant grant applications, management and acquittals, and
- Other opportunities as they are developed, including consultancies if required.

The purpose of role is (through local governments, RTOs and other regionally based organisations) to create business environments that allow ecotourism to thrive.

Special Conditions:

Ecotourism Australia is a not for profit organisation that is focussed on delivering value, benefits and relevance to our members whilst inspiring environmentally sustainable and culturally responsible tourism. As such, much is expected of our staff.

This position will be appointed on a 1-year contract, but the intent is to develop the role into a permanent position. The position is subject to a three-month probationary period.

Two days annual 'volunteer leave' is provided to encourage staff to become engaged in community and/or environment programs.

National and possibly international travel is expected.

Position Description / Duty Statement

Working closely with the CEO the tasks of this role are to co-ordinate and support a range of programs that contribute to the organisation's vision and financial sustainability.

- Ecotourism (and Sustainable Tourism) Destination Certification Program
 - Co-ordinate and deliver the Ecotourism & Green Destinations Sustainable Destination Certification programs
 - Market, engage and manage individual destinations to achieve certification
 - Become a key EA contact/coach for the destinations and undertake contracted tasks from client
 - Develop a connected and effective network of destinations
 - Co-ordinate the agreement with Green Destinations
 - Co-ordinate a panel of destination assessors to assist the program
 - Manage audits of certified destinations

- Parks Peer Review
 - Co-ordinate and support the Parks Peer Review program
 - Market, engage and manage individual park services and parks to undertake the program
 - Co-ordinate the MOU with the NZ Park Managers' Forum

- Assist our members, and the industry, to transition to a low carbon future
 - EA is focused on leading and facilitating the ecotourism industry's transition to a low carbon living future
 - Co-ordinate EA and EA members' benefits from the Low Carbon Living (and other stakeholders) partnership
 - Manage the (yet to be finalized) agreement with the 'carbon coalition'

- Secretariat services – currently TAPAF
 - Provide contracted secretariat support

- Preparation of relevant grant applications, management and acquittals

- Work closely with the Communications and Audit Manager to develop clear and focused marketing strategies for these programs

- Work with the CEO and team to develop other programs that contribute to Ecotourism Australia's mission and financial sustainability

Mandatory Conditions of Employment

The employee must agree that the Ecotourism Australia workplace observes the requirements of, and operates as an Equal Opportunity Employer, and within the requirements of the Workplace Health and Safety Act. Further, the employee must remain familiar with the location of the building emergency fire exits, and first aid kit.

The employee agrees that any noted instances of discrimination or harassment on the grounds of race, religion, sex, or any other reason, must be immediately reported to the Chief Executive.

Selection Criteria

Essential

- A passion to inspire environmentally sustainable and culturally responsible tourism, a demonstrated understanding of nature-based and sustainable tourism and the ability to work with tour operators, NGOs, government agencies and other stakeholders
- A demonstrated entrepreneurial spirit with a willingness to seek new revenue streams and opportunities to further the vision of Ecotourism Australia
- Relevant tertiary education qualifications, preferably postgraduate level (tourism, education, business, heritage or environmental management, climate science)
- Demonstrated relevant experience in local government, destination management, tourism certification and/or protected area management
- Demonstrated ability and experience in building and maintaining professional relationships that bring benefit to all
- Highly organised with the ability to manage a portfolio of projects/programs

Preferred

- An understanding of climate mitigation strategies and programs relevant to the tourism industry
- Experience as a tourism consultant and/or tourism researcher

The holder of this position must maintain a valid passport and be available, and willing, to undertake a variety of tasks with associated domestic and, possibly, international travel.

For General Organisational Information: www.ecotourism.org.au

Signed:

Name: Date: