



**Position Title:** Facilitator – Nature Stewards  
**Reports to:** Nature Stewards Manager  
**Usual hours:** Seasonal Contract (approximately 40 hrs per program, number of programs vary per year and dependant on Facilitator availability). This agreement is in place from signing by both parties for 12 months.  
**Commences:** Several training days August, commencement TBC - likely Spring 2021 and/or Autumn 2022  
**Summary:** Facilitate the delivery of the Nature Stewards Program at a given location(s) in Victoria

### Program overview

Nature Stewards is an engaging and practical program for participants to get comfortable, confident and active in and around their home and in their local natural environments, and to develop on-going connections with nature and their community. It is centred around the three main goals of environmental literacy and stewardship; participation via volunteering; and community connection and wellbeing. The audience for this introductory ecological program is community members over the age of 18, who are interested in learning about their local environment, getting involved in environmental volunteering actions, meeting others, professional development, or considering a change of career.

The Nature Stewards program was initiated in Victoria in 2017, with inspiration and advice from the well-established Master Naturalist programs in the USA. Two pilot programs were run in the first quarter of 2019, with 14 programs having been hosted across seven Local Government Areas (LGA's), by July 2021. Each program consists of 10 x 3 hr weekly classes, with at least 4 x 4 hr field sessions, totalling 46 hrs basic training. Delivery is face to face, unless required to be online, delivered via Zoom. Typically, programs are run seasonally in autumn and spring, however, programs may run outside of these periods. They generally occur on Saturdays, with field sessions following class on given days. Some LGA's prefer weekday or weeknight delivery, this would be discussed and negotiated if and when these requests arise.

More information:

- Nature Stewards: <https://www.outdoorsvictoria.org.au/nature-stewards/>
- Outdoors Victoria: <https://www.outdoorsvictoria.org.au/>
- Alliance of Natural Resource Outreach and Service Programs (ANROSP) <https://anrosp.wildapricot.org/>

*Vision:* A vibrant community throughout Victoria of well-informed and trained citizens, actively engaged in conserving, observing, and interpreting nature.

*Mission:* The Nature Stewards program promotes environmental literacy and stewardship of nature through discovery, action, and ongoing learning. The program directly supports participants in training and volunteering, thereby generating benefits for the wider community and the environment.

*Aims*

- To provide members of the community with a fundamental knowledge of their local ecosystems, principles of environmental management, and ways to engage and share nature experiences
- To learn from local Indigenous communities, which have multi-dimensional approaches to health and well-being based on connection to Country, science, spiritual and traditional knowledge and practices

Postal address: PO BOX 1010, Templestowe, 3106  
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- To provide an engaging introductory program to facilitate wider sharing and continued ecological learning in informal and/or formal settings
- To support more Victorians to get more active, more often, with the additional social, physical, mental, and spiritual health benefits of spending time and being active in natural settings, in line with the DELWP Protecting Victoria's environment - Biodiversity 2037 Strategy, 2017 Memorandum for Health and Nature, and Parks Victoria Healthy Parks Healthy People approach
- To engage and excite participants with the wonder and significance of nature and give an overview of the contemporary strategy and future vision for the state from key Victorian environmental management organisations. Together with introducing opportunities for participants to engage in environmental volunteering, including citizen science, land management and on-ground works, and nature interpretation.

## Duties and Responsibilities

The Facilitator duties include:

- Teach the content provided by Outdoors Victoria for the 10 sessions (oral delivery, PowerPoint, written materials for participants)
- Facilitate the group in theory sessions, practical in-class activities, introduce and assist with the facilitation of the weekly guest presenter/s and other activities as required
- Maintain a welcoming and friendly class environment, and support the participants to discover, learn, and participate at their own level of comfort and capability
- Encourage and support participants to engage with and meet others in the group
- Encourage participants to tryout local environmental volunteering groups or citizen science projects
- Undertake program work on weekends
- Travel, depending on program/s location (optional). Upon accepting a program further afield, travel/fuel subsidy may apply<sup>1</sup>)
- Other duties as required from time to time by the Nature Stewards Manager or CEO of Outdoors Victoria.

<sup>1</sup>Our facilitators ideally deliver program/s that are within their geographic area. However, they may be offered the option of running a program/s further afield depending on which LGA is hosting programs.

## Key Skills and Attributes

- Education training and/or relevant experience
- Experience in facilitating adult or community programs is desirable
- A background in environmental science (e.g. ecology, biology, zoology, plant science, geology, physical geography), conservation and land management / natural resource management work, other relevant training
- A positive and enthusiastic approach to furthering the Nature Stewards mission to support all in our community connect with nature, other like-minded individuals, and build confidence to lend a hand to nature at home and through environmental volunteering
- A high degree of organisational skills, communication skills, and ability to work independently and think on the fly
- Comfort in using (or willingness to learn) Gmail, Microsoft Word and PowerPoint, Dropbox, and Zoom

## Hours of work

The typical presentation of the 10-session program is one three-hour session per week, with an additional paid hour of preparation per session. The Facilitator may also be involved in one or more of the four-hour field sessions (see table below). Programs typically run over 10 – 12 weeks, depending on public holidays (no sessions run on public holidays). There may be other variations of the program offered, subject to agreement between the host organisation, the facilitator and the CEO of Outdoors Victoria.

## Payment

You will receive \$70 ex. GST or \$77 per hour inc. GST (if registered for GST), for a total of 4 hours per session. This will be paid into your nominated financial institution account, as often as two-weekly, every second Tuesday, on the next OV bills/pay run after you have completed each of the two sessions. Typical payment of Facilitator per program: as of Autumn 2021, per hr \$70 ex GST, 4 hr, by ten sessions = \$2,800 ex. GST (assuming no field session assistance or other services)

A letter or invoice requesting these payments for Nature Stewards Facilitator fees, which includes your name, address and ABN, is required to enact payments. It is your option to invoice OV less frequently than every two weeks if that works better for you.

This role also requires occasional attendance at meetings with the Nature Stewards Manager and other staff, optional assistance on field sessions, together with other miscellaneous items that can be added to invoices if and when they occur. The fees for service rates for these items are covered in the table below.

**Table 1: Payment Schedule for Outdoors Victoria's Nature Stewards Program Facilitators as of 1 July 2021**

| <i>Activity</i>   | <i>Per Hour \$<br/>Ex. GST</i> | <i>Per Hour \$<br/>Inc. GST</i> | <i>Flat rate<br/>\$ Ex. GST</i> | <i>Flat rate<br/>\$ Inc. GST</i> |
|---|--------------------------------|---------------------------------|---------------------------------|----------------------------------|
| Class Teaching and preparation, Graduation              | 70                             | 77                              |                                 |                                  |
| Field session - assistant                               |                                |                                 | 227.27                          | 250                              |
| Field session - lead                                    |                                |                                 | 318.18                          | 350                              |
| Staff meetings: face to face, or online                 | 50                             | 55                              |                                 |                                  |
| Curriculum review and writing                           | 45.45                          | 50                              |                                 |                                  |
| Pre-approved miscellaneous tasks                        | 45.45                          | 50                              |                                 |                                  |
| Other pre-approved costs as per receipt (e.g. printing) | Paid with evidence of receipt  | N/A                             |                                 |                                  |