

POSITION DESCRIPTION

Riversymposium and Twinning Officer

Job Title	Riversymposium and Twinning Officer	Location	Brisbane, Australia
Closing Date	19 April 2018	Employment Type	Contractual part-time
Start Date	1 May 2018		
Salary	Negotiable		
Role Summary	<p>The International RiverFoundation (IRF) is a global not-for-profit organisation, based in Brisbane, with a focus on the restoration, protection and resilience of the world's rivers and waterways. The successful candidate will work cooperatively within a small team to project manage two of the International RiverFoundation's major programs: the International Riversymposium, an annual international conference; and Twinning, a peer-to-peer knowledge exchange program.</p> <p>The Riversymposium and Twinning Officer works closely with the Events and Awards Officer to effectively deliver and report on all Riversymposium program activities, including accounting, communications and risk management.</p> <p>The Riversymposium and Twinning Officer also works with prize winners to facilitate Twinning projects and leverage funding.; and works closely with the Programs and Partnerships Manager to develop new initiatives and proposals and to attract funding where needed.</p> <p>The Riversymposium and Twinning Officer works closely with all management staff and the CEO to operationalise the strategic plan for the Riversymposium and RiverTwining.</p>		
Reporting and relationship requirements	<p>Reports to: Programs and Partnerships Manager</p> <p>Works with: Events and Awards Officer; Emerging Water Professionals Program and Emerging River Professional Award coordinators; River Resilience Officer; Finance, Contracts and HR Manager; Business Development and Network Manager and Chief Executive Officer.</p> <p>Supervises: Interns and field project officers</p> <p>Key role relationships: IRF team, IRF RiverNetwork, partners and funders, external stakeholders and suppliers</p>		

Core accountabilities
<p>Riversymposium management</p> <ul style="list-style-type: none"> ▪ Manage and deliver the Riversymposium program ▪ Chair the Organising Committee to develop an exciting and innovative program encompassing knowledge sharing, and opportunities to learn from and inspire others. ▪ Integrate the Emerging Water Professional Program and Emerging River Professional Award into the Symposium ▪ Develop and implement project management systems and tools for the management of existing and the development of new programs, internal systems and partner projects ▪ Supervise event interns, temporary project staff and liaise with domestic and international programs and partners, where relevant <p>Twining project management</p> <ul style="list-style-type: none"> ▪ Manage and deliver IRF's RiverTwining program ▪ Liaise and work with International Riverprize winners to develop and leverage RiverTwining projects.

Relationship Management

- Develop new strategic relationships to support IRF River *Twining* and River *Recovery* projects
- Maintain key partner and sponsor relationships supporting these programs
- Support the CEO and Business Development and Marketing manager in partner relationship development and management
- Support marketing and communications activities and manage internal programs communications
- Provide engaging content from programs to the communications team from both IRF and stakeholder projects, with an emphasis on e-media, social media and digital formats
- Support events and event management during the IRF calendar, notably the International *Riversymposium* and World Rivers Day
- Assist Finance, Contracts and HR Manager when needed for project reconciliations

Strategic

- Contribute to IRF strategic planning and evaluation across IRF programs
- Identify and assist with IRF fundraising initiatives
- Develop new programs and projects based on IRF strategic objectives with partners for financial sustainability

Governance

- Assist the CEO to prepare draft papers for board meetings for IRF programs
- Implement Board directions for program areas
- Assist the Finance, Contracts and HR Manager with corporate compliance and reporting
- Support IRF Contracts and HR Manager to maintain Australian Council for International Develop (ACFID) accreditation

General and other activities

- Provide HR assistance when needed for volunteers, interns, and field staff
- Demonstrate cultural awareness and sensitivity
- Work collaboratively within a small team
- Liaise with key IRF stakeholders on IRF programs

Person Specification	
Qualifications, knowledge and experience	<p>Qualifications:</p> <ul style="list-style-type: none"> ▪ Degree qualified in Environmental Science or Environmental Management <p>Knowledge:</p> <ul style="list-style-type: none"> ▪ Knowledge of water, environmental, and natural resource management sectors <p>Experience Required:</p> <ul style="list-style-type: none"> ▪ Demonstrated three years experience the fields of project management, environmental management or international development and not-for-profit activities. ▪ Experience in other not-for-profit organisations is highly desirable. ▪ Experience working in developing countries or working in cross-cultural situations desirable.
Skills and attributes	<p>Skills:</p> <ul style="list-style-type: none"> ▪ Excellent communication skills, including fluency in written and spoken English, ability to influence effectively across different cultures and geographies and at all levels. ▪ Document creation including policies, templates, reporting frameworks, administrative platforms, management accounts and pro-forma documents ▪ Ability to facilitate and present. ▪ Strong interpersonal skills; able to develop and manage productive relationships with external stakeholders and contractors. ▪ Negotiation and stakeholder relationship management skills. ▪ High level of competence in data collation, synthesis, reporting and record

	<p>keeping.</p> <ul style="list-style-type: none"> ▪ Knowledge of project management tools and methodologies. ▪ Excellent time management and scheduling skills. ▪ Ability to work collaboratively across cultures. ▪ Strong project management skills. ▪ Ability to work across multidisciplinary fields. <p>Attributes:</p> <ul style="list-style-type: none"> ▪ Demonstrated ability to think and act strategically ▪ Ability to demonstrate initiative and solve problems ▪ Demonstrated ability to prioritise workload and meet deadlines ▪ Ability to work autonomously
Other	<p>Essential:</p> <ul style="list-style-type: none"> ▪ Eligible to work in Australia. <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Ability to work flexible hours and travel as required ▪ Fluent in English
Contact	<p>Natalie Baker natalie@riverfoundation.org.au</p>