



AUSTRALIAN NETWORK FOR PLANT CONSERVATION (ANPC) INC

POSITION DESCRIPTION – Project Manager, Victoria

POSITION TITLE: Project Manager, Victoria

LOCATION: Victoria, preferably Melbourne. Working remotely.

RESPONSIBLE TO: Delegate of the ANPC Committee

REMUNERATION: \$65.00 per hour (includes loading in lieu of leave) plus Superannuation of 12%.

PERIOD OF EMPLOYMENT: 12 months, with possibility of extension depending on funding, commencing February 2026.

HOURS OF EMPLOYMENT: Casual, with an average of 10 hrs per week worked flexibly throughout the year depending on need.

POSITION OBJECTIVES:

1. Undertake two workshops and one conference on Victorian threatened flora conservation to bring together stakeholders, first nations people and community members.
2. The two workshops aim to disseminate the results of the three-year project "*Preventing the extinction of Victoria's threatened flora*" in the eastern and western regions of the state and establish networks for conserving threatened flora.
3. The conference aims to broaden the scope to other Victorian threatened flora along with their research and management.
4. All three events will be undertaken in collaboration with the Royal Botanic Gardens Victoria (RBGV), La Trobe University and other project partners listed below.
5. Undertake one *Bring Back the Banksias* workshop to disseminate the results of genetic analysis work undertaken since 2020.
6. To assist the ANPC Management Committee in fulfilling its Mission to 'promote and develop plant conservation in Australia'.

ORGANISATION CONTEXT:

The ANPC is a non-profit incorporated body with membership comprising government and non-government institutions, botanical gardens, researchers, educators, land-managers, community groups and individuals with an interest in and a commitment to plant conservation. Full details about our organisation including the people, events, publications and projects are available at www.anpc.asn.au.

BACKGROUND:

The three-year "*Preventing the extinction of Victoria's threatened flora*" project aims to prevent the extinction of 24 endangered or critically endangered Victorian plants. Funded by the Victorian Government's Nature Fund Grants, it is focusing on two botanical hotspots, the Gippsland and Grampians regions, as well as threatened flora from the Barwon South West and Port Phillip regions. Please click here for more information on the project <https://www.anpc.asn.au/preventing-extinction-of-victorias-threatened-flora/> and <https://www.rbg.vic.gov.au/initiatives/nature-fund/>.

Many partners are collaborating on this project and will form a major part of the events as both presenters and attendees. Other project partners include the Victorian Department of Energy, Environment and Climate Action (DEECA), Parks Victoria, Trust for Nature, Wimmera Catchment Management Authority, Nillumbik Shire, ENVITE, Bairnsdale & District Field Naturalists Club, Friends



AUSTRALIAN NETWORK FOR PLANT CONSERVATION (ANPC) INC

of the Grampians Gariwerd, WAMA Botanic Gardens, Halls Gap Botanic Gardens and the Australasian Native Orchid Society Victorian Branch.

The “*Bring Back the Banksias*” project undertaken from 2014 to 2020, aimed to improve the conservation status of Silver Banksia (*Banksia marginata*) across regional Victoria and south-western NSW. This included coordinating the collection of plant material for genetic testing across its range to inform sound restoration strategies. This work is now complete and there is a need to disseminate the results to establish recommendations and strategies for seed procurement for restoration and best mixes for SPAs. Please click here for more information <https://www.anpc.asn.au/banksias/>.

REPORTING STRUCTURE:

The occupant will report directly to a project steering committee and the ANPC Management Committee for strategic direction and guidance.

MAJOR DUTIES:

1. Plan, coordinate and facilitate two in-person one-day workshops on Victorian threatened flora conservation at Horsham (August 2026) and Orbost (September 2026).
2. Plan, coordinate and facilitate a two-day in-person and on-line conference on Victorian threatened flora conservation at the Royal Botanic Gardens Victoria (November 2026).
3. Plan, coordinate and facilitate a one-day in-person Bring Back the Banksias workshop on the outcomes of the genetic analysis work since 2020 [location and date TBC].
4. Invite and select presenters and develop a program for all four events.
5. Identify, develop and maintain a contact list of organisations and individuals that includes all relevant stakeholders in Victorian plant conservation, including but not limited to, First Nations people, research institutions, NGO conservation agencies, botanic gardens and herbaria, Parks Victoria staff, Natural Resource Management Groups and community organisations.
6. In collaboration with the ANPC Communications Manager, assist with the production, editing and distribution of promotional materials for all above events including social media, website, ANPC newsletter and quarterly journal *Australasian Plant Conservation*.
7. Advise on the feasibility of establishing networks for conserving threatened flora in Victoria and identify any gaps.
8. Undertake evaluation of all four events.
9. Submit a final report to both RBGV and the ANPC.

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA):

Essential

1. Demonstrated understanding of issues and policies in plant conservation at species and ecological community level.
2. Demonstrated experience in coordinating events such as training courses and workshops, both in-person and online.
3. Demonstrated experience in building networks and working with groups or individuals who are involved in plant conservation activities.
4. Excellent organisational, project planning and time management skills and ability to work within strict deadlines.
5. Excellent oral and written communication skills, including promotion, presentations, writing, editing and cross-sectoral liaison (community, industry, government, amateur and professional).
6. Ability to work as part of a small team and in a committee structure, to tight deadlines, with minimal supervision.



AUSTRALIAN NETWORK FOR PLANT CONSERVATION (ANPC) INC

7. A current motor vehicle driver's licence.
8. Willingness to travel to coordinate delivery of training events (all travel expenses will be reimbursed or paid for).

Desirable

1. Tertiary qualifications or equivalent experience in biology, ecology or environmental sciences and/or environmental training and education.
2. Knowledge of plant conservation techniques and rehabilitation procedures.

TO APPLY:

Your application should address all the selection criteria and include an up-to-date CV with the contact details for two referees. Please send your application to the ANPC Business Manager by **5pm Friday 5 December** via email business@anpc.asn.au.

The position will **remain open until filled**, with the first closing date 5 December and interviews to be held the following week via Zoom.

For more information, please contact the ANPC Business Manager via email business@anpc.asn.au and provide a phone number if you would prefer a return call.