

Assistant Warden - Broome Bird Observatory

For your reference, set out below is some background details on the Broome Bird Observatory (BBO), the role description for the Assistant Warden role, the terms and conditions and the selection criteria and application process.

Background

BBO is a not-for-profit organisation operating under the auspices of BirdLife Australia. It was established in 1988 and is situated on the shores of Roebuck Bay 25kms from the Broome town site. Roebuck Bay is a site of international significance for migratory shorebirds and located on the East-Asian Australasian Flyway.

The BBO was established as a centre to promote the knowledge and conservation of the birds of Broome, with particular focus on the migratory shorebirds and their habitat in and around Roebuck Bay. The BBO has an international reputation as a base for research, education and social bird watching. It has also developed a commercial eco-tourism revenue base and has the potential to be an important component of Broome's tourism product.

The BBO provides accommodation and campsites for the public. It conducts regular bird watching tours as well as education courses and activities. There are plans to build an interpretative centre in the future. The BBO provides a base for regular international wader study and benthic research expeditions. In the past, with the support of local volunteers, it has hosted an active research program.

The BBO is managed by a volunteer committee, predominantly based in Broome. The BBO receives no external financial support for its operations. It is entirely dependent on revenue gained by the operations and activities at the BBO and donations. A key requirement of the Warden is to operate the BBO on a profitable basis and hard-working Assistant Wardens will help them do this.

The Assistant Warden resides on site at the BBO. He/she is part of a small team of staff and volunteers who undertake a broad range of duties necessary to ensure that guests experience the best visit possible – experience having shown that word of mouth is the best form of advertising. This is a hands-on role best suited to a highly motivated self-starter with previous experience in the hospitality/eco tourism industry. Hours vary according to guest numbers, seasonal periods, and scheduling of tours and courses. Excellent people skills will be needed to work positively with guests in the challenging work environment. Extreme climatic conditions (heat and humidity) can be experienced throughout the working day and evening, particularly in the wet season from December to April. Flexibility and initiative will be necessary to cope with the challenges that present themselves.

For the right person this is an exciting and rewarding opportunity – read on if you have the ability to live in a remote location with basic conditions and think you have the skills, commitment and physical fitness that we are seeking. However, please note that the

location of the BBO and the nature of the work to be undertaken means that the role is not considered suitable for a person with any young dependent children.

The Assistant Warden role is a volunteer role commencing normally in February / early March and finishing in late October / early November.

Assistant Warden Role Description

Location: Broome Bird Observatory, Broome, Western Australia,

Reports to: Wardens

The Assistant Warden’s role is to contribute to the effective operation of the BBO in accordance with the policies, procedures and directives set out by the BBO Management Committee and BirdLife Australia.

Key duties (in order of priority)	Approximate Percentage of Time
<p><u>Guest management</u></p> <ul style="list-style-type: none"> • Interacting with day visitors and resident guests. • Providing advice on bird watching opportunities in Roebuck Bay. • Providing information to visitors to increase their understanding of the ecological dynamics of Roebuck Bay. • Driving guests to and from Broome. • After training, undertaking daily tours from the BBO, ensuring that all guests experience high quality and satisfying bird watching experiences. • Supporting course leaders for the short and extended courses held at the BBO and in some circumstances prepare and make presentations. 	50%
<p><u>Office duties and facilities maintenance</u></p> <ul style="list-style-type: none"> • Operating the booking service for accommodation, campsite, courses and visits. • Operating the small retail shop. • Maintaining appropriate statistics for use by the BBO. • Writing articles for BBO blog, WA Bird Notes and other relevant journals. • Ensuring that the facilities, grounds and equipment are at all times maintained to the high standards of cleanliness, safety and tidiness expected by fee-paying guests. 	40%

<ul style="list-style-type: none"> • Weekly setup of stall at Courthouse Markets 	
<p><u>Support for research activities</u></p> <p>There are excellent research opportunities in Roebuck Bay. The role of the BBO staff is not to necessarily lead research themselves, but to support the work of visiting researchers to ensure that the BBO continues to be recognised as a research centre of excellence. Duties may include:</p> <ul style="list-style-type: none"> • Participating in ongoing research projects e.g. shorebird cannon-netting, migration watch, shorebird disturbance monitoring etc. • Continuing observations in projects established by visiting researchers. 	10%

Knowledge and experience

The incumbent should possess the following attributes:

- Proven ability to work successfully on their own and in a team
- Proven ability to work under limited supervision
- Excellent people skills
- Knowledge of the environmental / conservation sector

Working relationships

The incumbent is required to work as a positive team member and contribute to the overall objectives of the Broome Bird Observatory and BirdLife Australia.

Internal contacts

- Warden
- Members of the BBO Management Committee
- Other Assistant Wardens
- Campground Hosts and other BBO volunteers
- BirdLife Australia colleagues

External contacts

- Guests / general public
- Dept. of Biodiversity, Conservation and Attractions representatives
- Yawuru Rangers
- Shire of Broome officials
- Broome Visitor Centre
- Representatives of local accommodations
- Local suppliers
- Conservation and other external volunteer agencies

Other conditions

- The incumbent will be required to maintain a neat, clean, well groomed appearance at all times when in contact with the public, and ensure that the grounds and office areas are similarly clean and tidy.
- Uniform shirts must be worn at all times when on duty.

- Boots / closed shoes are to be worn at all times whilst on duty, both for safety and neatness.
- Smoking is not permitted in any BBO buildings or vehicles.

Volunteer conditions

- An allowance of A\$230 per week to cover your living and food expenses;
- Free, furnished room in a 'donga' (a transportable building);
- Provision of uniform shirts, broad-brimmed hat and sunscreen;
- Reimbursement of costs in securing an F Class License; and
- \$660 assistance with your relocation costs to and from the BBO (\$330 when you arrive and \$330 when you leave)

Eligibility / selection criteria

The following criteria will be considered as part of the selection process:

- Knowledge of and interest in Australian birds and bird conservation issues and a willingness to quickly acquire specific knowledge about Broome birds, particularly migratory wader species.
- Successful previous experience of working in the hospitality, human services or ecotourism area on a paid or voluntary basis, preferably with previous hands-on experience of guest management.
- Excellent written and verbal communication skills; good presentation skills preferably with public relations experience.
- Demonstrated ability to live and work under pressure in a challenging physical environment,
- Previous experience of working collaboratively on project development and/or implementation, preferably with indigenous people.
- Relevant tertiary qualifications in Applied Science, Ecotourism or a related discipline.
- A current Australian 'C' Class drivers license plus the ability to immediately obtain a 'light rigid' license with an 'F' class endorsement – this requires holding a C class for at least 4 years prior to application, 2 years of which may be on P plates i.e. WA applicants must be at least 21 years of age.
- A current Senior First Aid Certificate.
- Good computer skills including a working knowledge of Word, Excel, PowerPoint, Outlook (email) and the internet.
- Demonstrated practical mechanical skills in vehicle and power system maintenance.

Application process

The closing date for applying for the Assistant Warden positions is **October 31st 2019**. Applications should include a current resume / CV, a cover letter outlining how the applicant may meet the eligibility / selection criteria above and the names and contact details of 2 referees. Applications should be sent by email to broome@birdlife.org.au