

# Position Description

## Project Lead - Eastern Cape York Turtle Conservation Project

**Organisation:** Cape York Natural Resource Management (Cape York NRM)

**Location:** Cairns or Cooktown

**Reports to:** Program Lead - Marine Turtle Conservation

**Employment terms:** Full Time 37.5hrs/week, fixed term contract to 14 December 2026 with possibility of extension

**Salary:** \$91,790, commensurate including 5 weeks annual leave plus 17.5% annual leave loading, plus superannuation guarantee

## Overview of Cape York NRM

Cape York Natural Resource Management (Cape York NRM) is a not-for-profit organisation and registered charity committed to empowering the people of Cape York Peninsula to care for the natural environment while promoting sustainable use of its natural resources.

We collaborate with individuals, groups, and communities across Cape York to implement activities that align with our mission, priorities, and values. Guided by community engagement, Cape York NRM delivers initiatives rooted in sustainable development, capacity building, project implementation, and regional coordination.

Spanning 16 river basins and home to 72 rainforest types - 20% of Australia's remaining rainforest, Cape York Peninsula is one of the country's most ecologically and culturally significant regions. At Cape York NRM, you'll have the opportunity to work in this iconic landscape, contributing to projects that make a real and lasting difference.

If you're passionate about sustainability, community partnerships, and working with purpose, Cape York NRM offers a rewarding and meaningful career path alongside a committed and passionate team.

## Cape York NRM Mission

To work with the people of Cape York Peninsula to care for the region's natural and cultural values and promote the sustainable use of its natural resources.

## About the Role

Cape York NRM is seeking a dedicated and passionate team member to lead the Eastern Cape York Turtle Conservation Project. This new initiative focuses on protecting coastal habitats and reducing threats to marine turtles, while enhancing opportunities for successful nesting along the Eastern Cape York Peninsula.

As the Project Lead, you will build and maintain strong working relationships with Traditional Owners, Indigenous ranger groups, and other key stakeholders to plan and deliver marine turtle monitoring and protection projects, including feral animal management programs.

## **Key Roles and Responsibilities**

### **Accountability**

- Provide coordination and support to the Eastern Cape York Turtle Conservation Project rangers and relevant stakeholders.
- Undertake monitoring, evaluation and reporting required to meet contractual requirements and stakeholder needs.
- Develop and implement annual work plan and project budget within the context of organisational wide commitments and budgets, in conjunction with the Program Lead.
- Seek additional funding to support the Eastern Cape York Turtle Conservation Project objectives and continued delivery of the turtle threat abatement and capacity building activities.
- Provide regular reporting to the Program Lead on work completed and key activities underway.
- Assist the Program Lead with the implementation of the Western Cape Turtle Threat Abatement Alliance activities across Western Cape York including data management, reporting and field work.

### **Technical Responsibilities**

- Employ a solid understanding of stakeholder and community issues, and other issues relating to NRM and turtle conservation on Cape York, to build and sustain effective working relationships.
- Provide technical direction and support to members to meet Nest to Ocean Turtle Protection Program minimum monitoring requirements
- High level computer skills particularly in relation to data collection and analysis, mapping, budgeting and reporting
- Experience in project management included working planning, monitoring and budget management
- Knowledge and experience of GPS devices and portable data recording devices.

### **Partnerships and Communication**

- Build positive and mutually beneficial working relationships with all Cape York NRM staff.
- Building and maintaining relationships with key stakeholders, Cape York organisations and land managers, land trusts and corporations, Indigenous groups, Federal and State government and other groups as required.
- Develop and deliver community capability building and community education activities, including positively raising awareness of Cape York NRM's activities and programs.
- Engage, consult and negotiate with Councils, funding bodies, NGO's, Government, Traditional Owners, NRM groups, media and other key organisations on Cape York.
- Facilitate regional and cross-regional training to ensure consistent ecological monitoring and threat abatement practices
- Contribute to the development and distribution of communication materials (e.g., brochures, educational content, social media updates).

### **Problem Solving**

- Work with the Cape York NRM teams to find realistic, practical and where possible creative and innovative solutions to existing and emerging issues, barriers, challenges and problems relating to natural resource management.
- Demonstrated ability to work independently, including identifying and analysing problems to

develop and implement improvements.

### **Organisation Wide Responsibilities**

- Participating as required in multidisciplinary working group arrangements.
- Performing all duties in accordance with Cape York NRM's Policies and Procedures and Code of Conduct.
- Actively promoting and fostering a culture whereby all staff and employees comply with Workplace Health and Safety provisions in each workplace.

### **Selection Criteria**

- Demonstrated ability and willingness to work effectively with diverse stakeholder groups. (Indigenous landholders, and community and industry groups, government agencies) and with staff of partner organisations to develop and implement natural resource management projects.
- Experience and/or a sound technical knowledge of environmental and NRM practices.
- Experience in organisation of meetings, events, field trips and workshops.
- Experience in the use of GIS Systems, GPS and monitoring equipment.
- Demonstrated ability to develop and implement on-ground projects with conservation outcomes.
- Demonstrated community engagement experience with the ability to engage across all sectors with experience and/or strong working knowledge of Cape York and regional NRM issues.
- A confident communicator with the ability to work across cultures and a demonstrated ability to engage with Indigenous Australians.
- Demonstrated ability to work across teams of people with different skills and expertise.
- Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements of Employment Equity, Ethical Conduct and the Anti-Discrimination Act.

### **Qualifications and Experience**

#### **Essential**

- Current Australian Class C driver's licence
- Ability to work flexible hours, i.e. out-of-ordinary hours and weekends, as this role will require frequent remote area travel.
- Legal right to work in Australia (citizen, permanent resident, or valid visa).

#### **Desirable**

- Tertiary qualifications or equivalent experience in Environmental or Marine Science, NRM, or related field
- Experience working with Indigenous communities and organisations on Cape York Peninsula.
- Experience working and/or living on Cape York Peninsula would be an advantage.
- Advanced computer literacy (Microsoft Suite products and Google Docs).
- Four-wheel drive vehicle experience
- Experience working with Not-For-Profit organisations.

#### **Additional Requirements**

- A current Blue Card and criminal history check are required before the commencement of employment
- Current Remote First Aid and CPR certification, or able to attain

### **How to apply**

Applications should be sent to [hr@capeyorknrm.com.au](mailto:hr@capeyorknrm.com.au) by COB Monday 22 September 2025 unless suitable applications are received earlier.

Please submit your resume and a cover letter that addresses how your skills, experience, and qualifications align with the selection criteria outlined in the position description.

For further information, please contact Nicole Doyle - People & Culture Officer, on 0459 386 344 or email [hr@capeyorknrm.com.au](mailto:hr@capeyorknrm.com.au)

For more information, visit [capeyorknrm.com.au](http://capeyorknrm.com.au)