

Position Advertised August 2026

12 Hours per Week (2-3 days incl. Friday) – SCHADS Award

Position Purpose

The Operations Coordinator (Environment & Land Stewardship) is responsible for supporting the environmental sustainability and stewardship of the Saltbush property. Working across approximately 40 acres of coastal land, the role focuses on ecological restoration, biodiversity outcomes, land management, environmental partnerships and oversight of operational risk management. The role also contributes to guest experience, hospitality and site operations.

Key Responsibilities

Guest Experience & Hospitality:

- Maintain high standards across guest accommodation and shared spaces.
- Support guests to connect with the natural environment.
- Assist with accommodation operations, including guest enquiries, booking systems and day-to-day administration.
- Foster a welcoming, safe and restorative environment.
- Support nature-based programs and environmental education activities.
- Attend after-hours calls as require

Risk Management & Compliance:

- Maintain and support organisational risk management systems and reporting.
- Monitor strategic, operational, environmental and WHS risks.
- Conduct relevant training eg. Manual handling.
- Coordinate updates to the risk register and support risk reviews.
- Ensure effective hazard identification, incident reporting and corrective actions.
- Support compliance with Child Safety, safeguarding, emergency management and WHS requirements.
- Monitor contractor and volunteer compliance with safety obligations.

Environment & Land Stewardship

- Coordinate land management, environmental restoration and sustainability initiatives across the Saltbush property.
- Support revegetation, habitat restoration and biodiversity enhancement projects.
- Work collaboratively with volunteers, Landcare groups, environmental organisations and contractors.
- Monitor environmental projects and maintain relevant records.
- Support implementation of the Saltbush Masterplan, Environmental Charter and sustainability goals.
- Assist with grant-funded environmental projects as required.
- Contribute to the ecological stewardship of Bunurong Country through respectful engagement and learning.
- Help develop systems that strengthen environmental and organisational resilience.

Site & Facilities Coordination

- Support the maintenance and presentation of grounds, gardens, tracks and infrastructure.
- Coordinate contractors undertaking environmental and land management works.
- Assist in managing and maintaining site assets, facilities and infrastructure.

Operational Development

- Contribute to continuous improvement of systems and processes.
- Support implementation of the Saltbush Masterplan and strategic initiatives.
- Undertake other duties as reasonably required.

Key Outcomes

- Effective organisational risk oversight.
- Improved environmental sustainability and biodiversity outcomes.
- Strong environmental partnerships and volunteer participation.
- Safe and environmentally responsible site operations.

Essential Qualifications

- Current Working with Children Check.
- Current Victorian Driver Licence.
- Current First Aid Certificate (or willingness to obtain within three months).
- National Police Check (or willingness to obtain).

Essential Experience

- Experience coordinating volunteers, community groups, contractors or environmental projects.
- Experience implementing and monitoring risk management systems.
- Understanding of workplace health and safety and environmental compliance requirements.
- Experience maintaining records, plans and reporting related to environmental projects.
- Strong administration, organisation, communication and Microsoft Office skills

Desirable Experience

- Experience working with Landcare, Coastcare or environmental community organisations.
- Experience in biodiversity enhancement, habitat restoration or revegetation projects.
- Experience preparing or contributing to environmental grants and acquittals.
- Understanding of climate adaptation and ecological resilience.
- Knowledge of the Mornington Peninsula's coastal and bushland ecosystems.
- Understanding of First Nations perspectives on Caring for Country.
- Understanding of trauma-informed and inclusive practice.
- Experience coordinating community events or programs.
- Food Handling Certificate.
- Understanding of child safe organisations and safeguarding requirements.

Personal Attributes

- Passion for environmental stewardship and sustainability.
- Strong systems-thinking approach.
- Ability to connect environmental outcomes with community wellbeing.