

JOB DESCRIPTION & PERSON SPECIFICATION

Environmental Education Coordinator

College Department:	Administration
Position Title:	Environmental Education Coordinator
Position Classification:	Administration - Grade 5
Tenure:	Permanent part time: 0.66 FTE

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

The Environmental Education Coordinator leads the development and delivery ecological education and community engagement in accordance with the College's strategic goals. This position oversees the implementation of the EcoClassroom environmental education program, sustainability initiatives, and the care of flora and fauna within the EcoSanctuary in line with management plans and legislative requirements. The position will also manage the Environmental Team, support the creation of a sustainable business plan, and foster strong relationships with staff, community organisations, and government bodies.

2. Reporting / Working Relationships

The position:

- Reports to the Business Director.
- Manages the Environmental Education Officer and Environmental Resources Officer.
- Collaborates with and works proactively with staff across the College and external parties.

3. Special Conditions

- Some outdoor physical work will be required at Tatachilla Lutheran College or within a community setting.
- Some out of hours work may be required.

4. Statement of Key Outcomes & Associated Activities

Leadership

- Lead staff, volunteers, and students in fostering a culture of environmental stewardship, ethical leadership, and respect for creation.
- Provide mentoring and guidance to staff and students involved in environmental co-curricular programs such as Student Environment Council, EcoRangers, recycling, and sustainability initiatives.
- Oversee, support, and develop the EcoSanctuary staff, volunteers through training, supervision, and performance feedback.



Job Description & Person Specification

Environmental Education Coordinator

- Promote and uphold best-practice work health and safety standards across all EcoClassroom operations.
- Perform other duties as directed by the Principal or Business Director.

Animal Management

- Oversee the care and management of native fauna and class animals, ensuring compliance with all relevant permits, licences, and animal ethics legislation.
- Create and maintain clear guidelines, rosters, and training for staff and volunteers responsible for animal care, including weekends and school breaks.
- Form and maintain strategic relationships with animal care providers to support best-practice animal management.
- Maintain accurate and timely record keeping for animal management, health, and welfare requirements.
- Ensure all animal management practices align with regulatory, ethical, and educational standards.

Communication & Relationship Management

- Actively promote the EcoClassroom and environmental education in collaboration with the College Marketing Team through newsletters, social media, the College website, media interviews, community events, and school-based functions such as the Twilight Food Affair and Willunga Almond Blossom Festival.
- Establish and maintain strong working relationships with a wide range of stakeholders including Trees for Life, Green Adelaide, wildlife sanctuaries, NGOs, and all levels of government agencies.
- Encourage community engagement through Friends of the EcoClassroom, fee-for-service programs, school visits, workshops, and camps.
- Foster meaningful engagement with Aboriginal and Torres Strait Islander communities in alignment with the College's Reconciliation Action Plan (RAP).
- Actively support and communicate environmental initiatives across the College to strengthen a whole-school sustainability culture.

Conservation Management

- Oversee the planning, development, management, and revegetation of flora within the EcoClassroom based on sound ecological and conservation principles.
- Develop, implement, and monitor the Site Management Plan, ensuring alignment with environmental sustainability and educational goals.
- Oversee the education and conservation programs, including biodiversity, habitat restoration, and citizen science initiatives.
- Support the effective development and implementation of environmental policies and plans across the College.
- Oversee school-wide environmental initiatives and events such as the Annual Junior School Planting Festival, World Environment Day, World Wildlife Day, and World Habitat Day.

Strategic & Operational Planning

- Contribute to the development and implementation of the Reconciliation Action Plan (RAP).

Job Description & Person Specification

Environmental Education Coordinator

- Develop and implement a comprehensive Site Management Plan and associated maintenance plans for the EcoClassroom and surrounding areas.
- In collaboration with the Business Director, design, implement, and review a business plan to ensure optimal operations and sustainability of the EcoClassroom.
- Work collaboratively with the Business Director to create and manage budgets, including seeking, applying for, and reporting on grants, sponsorships, and funding opportunities.
- Prepare grant applications and acquittals in compliance with funding body requirements.
- Oversee the development and delivery of high-quality environmental and sustainability education programs for College students and visiting groups.
- Support the Environmental Education Officer with excursions, camps, and visiting group programs, ensuring coordination with teaching.
- Ensure all records, documentation, and compliance requirements for the EcoSanctuary are maintained accurately and in a timely manner.

PERSON SPECIFICATION

1. Qualifications & Certifications

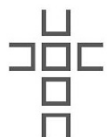
- Tertiary qualifications in Environmental Science or similar.
- Working with Children Check
- Responding to Risks of Harm, Abuse and Neglect
- HLTAID012 Provide First Aid in an Education and Care Setting

2. Personal Skills, Abilities & Aptitude

- A personal commitment to the College vision, mission and values which underpin the delivery of a Christian based education to students in the College community is essential.
- Able to interpret and promote the culture of the College to the wider community.
- Excellent communication, interpersonal and organisation skills.
- Demonstrated business acumen with the ability to understand and interpret strategic plans to achieve specific goals and outcomes
- Ability to work independently and as part of a team, including the ability to lead and task others in order to achieve departmental goals and objectives.
- Significant ability to collaborate with staff across the College, and external partners on projects and programs.
- Ability to build positive relationships with and engage effectively with young people.
- Ability to work in a dynamic and changing environment with flexibility and a solutions-based attitude.
- Excellent attention to detail and demonstrated self-motivation in setting goals, prioritising work to meet established deadlines, and managing multiple tasks.
- Experience in developing and implementing effective programs in a busy educational environment.
- Personal commitment to continuous self-development and improvement.

3. Experience

- Significant knowledge, experience and understanding of the subject area including natural area conservation, biodiversity management, ecological practices and environmental sustainability.
- Experience working with and being responsible for the care of native animals in a safe, competent and confident manner.



- An up-to-date knowledge of current environmental affairs.
- An understanding of local Indigenous culture in support of the College's Reconciliation Action Plan (RAP).
- Experience in use of tools and equipment in a conservation setting.
- Experience managing a team (highly desirable).

4. Knowledge

- Significant knowledge of conservation and biodiversity (knowledge of Southern Mt Lofty Ranges and Fleurieu Peninsula flora and fauna is highly desirable).
- Knowledge of relevant legislation and permit requirements.
- An understanding of the grant process.
- High level of ICT skills including but not limited to Microsoft Office suite. Efficient skills in uptake of new software relevant to conservation and land management. Understanding of social media for knowledge sharing and promotion.

5. Workplace Health & Safety

The objective of the Work Health and Safety Act 2012 is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WHS obligations on certain persons who may affect the health and safety of others. Staff of Tatachilla Lutheran College are accountable for the day-to-day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the College's Work Health and Safety Management System as part of a broader Risk Management Framework. The Executive Team has the major responsibility for establishing safety policies and procedures however, these must reach staff on the job.

APPLICATION PROCESS

Applicants with sufficient skills and experience are required to:

1. Write a cover letter of up to two pages, addressing suitability for the position;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral or character referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Business Director, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au.

Applications close 9am, Monday 10 November 2025