



Internship Opportunity at Ningaloo Marine Park, Western Australia

Position Title:	Ningaloo Turtle Program (NTP) Team Leader
Contract Term:	8 week internship with the Ningaloo Turtle Program.
Duration:	24 th November 2017 – 20 th January 2018
Hours:	Approximately 45 hours/week (generally 5:30am start) including irregular hours including weekends.
Monitoring Location:	North-West Cape and Ningaloo Marine Park, Exmouth, Western Australia.
Accommodation Location:	<ul style="list-style-type: none"> ▪ Approximately 2 weeks camping in Cape Range National Park, Exmouth, Western Australia on a rotational basis up to 5 days at a time. ▪ Approximately 6 week's accommodation in Exmouth Township.
Remuneration:	Accommodation, a food subsidy (\$20/day), and return airfare/fuel subsidy up to value of \$800 from your principle place of residence to Exmouth are provided. Note: Receipts must be provided and will be reimbursed <u>after</u> the travel has been undertaken.
Major responsibilities:	Assist in the co-ordination of the Ningaloo Turtle Program, including the organisation of volunteers and operation of a remote camp.
Requirements:	<p>Applicants must:</p> <ul style="list-style-type: none"> • Be at least 21 years old • Possess a current Senior First Aid qualification and a full manual driver's license (no P-plates) • Be physically fit and able to walk up to 6km in soft sand daily and present fit for work whilst on duty and act in accordance with the Department of Parks and Wildlife's Code of Conduct. • Must be able to demonstrate ability to work in a team • International volunteers must have travel insurance which covers them for any personal medical costs throughout the duration of the program.

Team leaders will be required to participate in the operation of the Ningaloo Turtle Program in the Ningaloo Marine Park, Cape Range National Park and along the Northwest Cape. The position also entails administration duties based in Exmouth.

Key roles and responsibilities:

- Assist in the coordination of the daily monitoring program, including rostering, transport and data collation.
- Provide supervision and support to volunteers.
- Participate in monitoring, training and remote camping activities as required.
- Assist with training volunteers.
- Set up remote camps and organize equipment in conjunction with the Volunteer Coordinator.

- Organization of meals and supplies for the remote camps.
- Preparation and maintenance of monitoring equipment, camping equipment and vehicles on a daily basis.
- Collection and filing of data sheets, volunteer hours and training progression on a daily basis.
- Supervision of daily data entry.
- Organization of regular social events for volunteers.
- Assist in the preparation of end of season reports and updating standard operating procedures.
- Provide feedback and de-briefs to volunteers and Ningaloo Turtle Program staff.
- Coordinate turtle rescues as required.

Selection criteria

Please read https://www.dpaw.wa.gov.au/images/documents/about/working/DPaW_Job_application_kit.doc for information on how to correctly apply for a Government job. Please **address all selection criteria separately** under their own headings.

Essential

1. Demonstrated organizational skills.
2. Good written and oral communication skills including the ability to supervise volunteers, conduct presentations and conduct training.
3. Demonstrated effectiveness in working within a team.
4. Competent in the use of Microsoft Word and Excel.
5. Current full Manual Motor Vehicle Drivers License (no P-Plates etc.) and willingness to drive a mini-bus.
6. Current Senior First Aid qualification (St Johns “Apply First Aid” or equivalent).
7. Demonstrated willingness to camp and work outside normal working hours and in hot conditions

Desirable

1. Experience in the management of volunteers.
2. Experience in preparing for remote travel.
3. Experience in marine turtle monitoring techniques.

If you are interested in this position, please forward your CV, a letter addressing **all** selection criteria (under separate headings), and a cover note telling us ‘why you think you would be successful in the position’ to ‘NTP Team Leader application’ either via email: ningalooturtles@dpaw.wa.gov.au, Fax: (08) 9947 8050 or Post to “Exmouth Department of Parks and Wildlife, PO Box 201, Exmouth, Western Australia, 6707” before 4:00pm (GMT+8), Sunday August 6th 2017. Please attention to “NTP Coordinator”.

For additional information please visit the Ningaloo Turtle Program website at www.ningalooturtles.org.au or email ningalooturtles@dpaw.wa.gov.au or phone Ph: + 61 8 9947 8000