



Expression of Interest

Coordination of *Get Outside with Community Program*

Closing: 5pm, 2 January 2019

Wildcare Tasmania is seeking submissions for coordination of the *Get Outside with Community* program. This expression of interest document outlines the process for applying.

Enquires, and requests for further information about this Expression of Interest (EOI) should be directed to the Contact Officer as follows:

Contact Officer:	Sharon Smith
Telephone:	61654149
Email:	sharonwildcare@gmail.com

About WILDCARE TASMANIA

Wildcare Tasmania is a powerhouse team of volunteers and donors supporting the care and conservation of Tasmania's wild places, wildlife and cultural heritage. Wildcare has over 7,000 members and 90 Branches located all around the State.

We support natural and cultural heritage conservation and reserve management throughout Tasmania. We work in reserves, on private land and even in offices. We raise money to support a range of worthy causes.

More information is available on the Wildcare Tasmania website: www.wildcaretas.org.au

EXPRESSION OF INTEREST SUBMISSION DETATILS

1	Closing date The closing date and time for lodgement of an EOI is Wednesday 2nd January at 5pm Tasmanian time. Wildcare Tasmania may extend the closing date and time.
2	How to lodge an EOI Email EOI's to the Contact Officer Sharon Smith at sharonwildcare@gmail.com
3	Information required A cover letter, current resume, a program budget and a document articulating how the outcomes of this project will be achieved on time and within budget.
4	Evaluation criteria Wildcare will consider all relevant factors, including, but not limited to: price; experience; previous performance; capability; ability to achieve desired outcomes; perceived risks and opportunities; alignment with Wildcare brand values and adherence to relevant Wildcare policies, including Code of Conduct.
5	Notification of outcome It is anticipated that the successful applicant will be notified in writing of the outcome by 5pm on Thursday 3 January. Unsuccessful applicants will be notified at the conclusion of the procurement process.

AIMS AND SCOPE OF GET OUTSIDE WITH COMMUNITY

Desired outcomes	<p>Get Outside is a branch of Wildcare. Through Get Outside, Wildcare aims to provide nature-based experiences and leadership training for refugees and migrants.</p> <p>We seek connections to place and to each other, building a sense of well-being, belonging, health, happiness and home.</p> <p>Get Outside tackles social isolation, improving physical and mental health for participants. See this video for more information about the Program.</p>
Scope	<p>The Get Outside Program encompasses the delivery of therapeutic, connective, and transformative nature-based experiences for refugees and migrants in Tasmania.</p> <p>Through Get Outside, within the last six years over 1000 people have explored Tasmania's parks and reserves, forming a connection to place and fostering a sense of belonging.</p> <p>Get Outside runs annual leadership camps, trains young people to learn about Tasmania's environment and to safely plan and lead walks and supports leaders to deliver walks within their communities or broader multicultural groups.</p>
Key Working Relationships	<p>The delivery of the Get Outside Program is a collaboration between Wildcare, Tasmania Parks and Wildlife Service and the Migrant Resource Centre.</p> <p>The Program Coordinator is responsible to manage the program deliverables with the involved organisations.</p> <p>It is expected that the Program Coordinator will meet with Wildcare's CEO once a week at a mutually beneficial time to ensure the project is progressing to plan, and to maximise media and other opportunities.</p> <p>The coordinator will invoice Wildcare's book-keeper for payment on a fortnightly or monthly basis.</p>

PROGRAM DELIVERABLES

Program Coordinator	<p>Wildcare is seeking a Program Coordinator for 12 months (2019) to continue the Get Outside work, specifically to deliver the following outcomes:</p> <ul style="list-style-type: none">• Partnering with Tasmania Parks and Wildlife Service and Migrant Resource Centre, to plan and deliver an annual programme of regular bushwalks, nature-based events and excursions for refugees and new migrants, with at least 18 walks a year targeting ethno-specific and vulnerable groups such as new arrivals or young mothers.
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Project outcomes and reporting specifications

- To train and mentor at least 10 new leaders each year, supporting them to organise and manage walks safely, leading family and community bushwalks over the following season.
- Develop financial partnerships and genuine collaborations with at least three local councils, community groups and/or businesses
- Deliver a report back to Wildcare after 12 months summarising the project outcomes and media activity.

If the above is achieved, there is a possibility of securing funding for the Program Coordinator to run the project for at least another 12 months (2020+). This will be particularly likely if the Coordinator can secure \$10,000 in financial and/or in-kind partnerships/donations from partners/sponsors.

The Program Coordinator will be expected to measure the effectiveness of the Get Outside Program by:

- Annual planning with service providers, including lessons learned and analysis of case studies from previous year
- Simple interviews with participants – What did you like? What would you like to do next time? How do you feel getting outside?
- Records of participants, including approximate age, ethnicity and gender.
- Collation of data and collection of stories to demonstrate the difference the program makes.
- Regular reporting back to all funding partners, clearly showing how the money was spent, and the difference this expenditure made in peoples' lives. This will be critical to maintaining our partnerships.

In addition, after each excursion, the Program Coordinator will be expected to provide Wildcare with a short article and photos, to be published on the Wildcare website and Facebook page.

A Program Outcomes Report will be required by the beginning of October 2019, reporting on outcomes achieved and including a financial report.

A Grant Acquittal Report back to the Bennelong Foundation, which has provided funds to Wildcare for the Get Outside Program, will also be necessary.

Work Health & Safety

- ❖ It is expected that the Program Coordinator will be aware of, and manage the Get Outside Program in accordance with, the "Duty of Care" under the Workplace Health & Safety Act 2012 in assisting to maintain a safe workplace in which employees, clients or members of the public are free from injury or risk to health and also in accordance with [Wildcare's Code of Conduct](#).
- ❖ Be aware of accident or injury procedures and advise the CEO immediately of any accidents, incidents, hazards or "near misses" which occur in the course of the Program delivery.

FINANCIAL ARRANGEMENTS

Program budget

\$30,000 is available to run the program in 2019.

The EOI must contain a budget outlining how the required outcomes of the Program will be delivered within the \$30,000 budget.

The budget must include all costs including, but not limited to the Program Coordinator's wages and associated costs, and all excursion costs including transport, food, media and professional support. It is envisaged that the coordinator will work approximately 1-2 days per week, with seasonal variation.

Insurance

Wildcare will provide professional insurance, public liability insurance, and workers insurance.

In addition, excursions that take place on Tasmania Parks and Wildlife Service managed land will be covered by the Tasmanian Government's Tasmanian Risk Management Fund.