

Jabiru Safari Lodge



Mareeba Wetlands

JABIRU SAFARI LODGE – Guide & Housekeeper Information for Couples

1. BACKGROUND

The Wildlife Conservancy of Tropical Queensland (WCTQ) is a not-for-profit membership organisation and operates the Mareeba Tropical Savanna and Wetland Reserve (Reserve) and the associated Jabiru Safari Lodge (JSL). The Reserve was established in 1996 and lies at 450 metres above sea level on the northern edge of the Atherton Tablelands, approximately an hour's drive from Cairns and Port Douglas and is accessible via an unsealed road from the Mulligan Highway at Bibbohra; 7 kilometres north of the small town of Mareeba.

The Reserve is a site of regional biodiversity significance for wetland and open woodland birds and mammals and is located close to the East-Asian Australasian Flyway. It has developed an international reputation as a base for nature-based tourism, bird watching and conservation research.

The activities of the WCTQ are mainly funded by revenue gained by operations and activities at the Reserve. A key purpose of JSL is therefore to generate surplus revenue to support the WCTQ's conservation activities.

The JSL Guide & Housekeeper reside on site at the Reserve. They report to the JSL Manager and undertake a broad range of duties necessary to ensure that overnight guests, members and day visitors have the best possible experience. The positions are hands-on and best suited to highly motivated self-starters, ideally with previous experience in operating accommodation facilities, cafés/restaurants, nature tours, rural properties, nature reserves, bird observatories or similar enterprises. The JSL Guide & Housekeeper are expected to work flexibly as a team, with hours varying according to guest numbers, seasons and weather; plus the scheduling of tours, functions, courses, conservation projects and members' activities. Due to the nature of the work, seasonal commitment to out of hours work is required.

We would need you to move in and commence work before Friday 23rd March 2018

So read on if you think you would be available and have the qualities, ability and commitment we're looking for to make a success of living and working in such an exciting part of Australia!

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2. KEY DUTIES/RESPONSIBILITIES

The WCTQ encourages applications by couples and this document is intended to provide an overview of how the roles of JSL Guide & Housekeeper can be shared by a couple working together. Key duties are as follows:

Overnight guests, members and day visitors

Maintenance of a high standard of customer service, catering, cleaning and housekeeping, and guiding is a fundamental requirement for the roles of Guide & Housekeeper; who are responsible for ensuring that overnight guests, members, day visitors and researchers all have an extremely positive experience at the Reserve.

JSL facilities and operations

The JSL Guide & Housekeeper must ensure that the accommodation, kitchen, visitor centre, vehicles, boats, facilities, grounds, walking tracks, signage and equipment (as well as their own living quarters) are cleaned and maintained to a high standard of safety and tidiness.

Casual workers and volunteers

As with all tourism enterprises operating in the bush, casual employees and volunteers are an essential component of the JSL operation and must be motivated and nurtured. The JSL Guide & Housekeeper must therefore be proactive in supervising casual staff and volunteers.

Working collaboratively with other organisations

The WCTQ has working relationships with a number of organisations. The JSL Guide & Housekeeper will therefore help maintain relationships with like-minded conservation organisations and key stakeholders such as the Mareeba Shire Council, Muluridji Tribal People and Queensland Parks and Wildlife Service.

3. REPORTING

The JSL Guide & Housekeeper report to the JSL Manager, who they must ensure is kept abreast of all issues and requirements in a timely fashion.

4. EMPLOYMENT PACKAGE

Couples sharing the role of JSL Guide & Housekeeper are offered the following employment package and conditions:

- Joint salary (allocated as appropriate) within the range \$48,000 to \$53,000 (including leave loading), paid as a single service contract for two people.
- Modern, furnished and air-conditioned private accommodation provided free of charge (including meals when eaten with in-house guests).
- 9.5% superannuation and WorkCover.
- 20 days annual paid leave.
- Initial 12 months contract, with potential for extension.

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5. SELECTION CRITERIA

The following selection criteria are provided as a guide for couples who together cover these skills and experience, either jointly or individually.

Essential Criteria

1. Ability to move-in and commence work before Friday 23rd March 2018.
2. Experience of working in tourism, the rural sector or nature conservation; including experience of customer service, administration, handling cash, and maintenance.
3. Experience of catering for small groups, cleaning and general housekeeping,
4. Excellent written and verbal communication skills.
5. Ability to work hard under pressure in a challenging physical environment.
6. Knowledge of Australian rural and conservation issues and a willingness to quickly acquire specific knowledge about the Reserve's wildlife, particularly its threatened species.
7. Previous experience in working with and motivating a small team of casual workers and volunteers.
8. Good computer and IT skills, including a working knowledge of Outlook, Word and Excel, as well as social media platforms such as Facebook, Instagram, Twitter, etc.
9. A current 'A' Class Australian State drivers licence (or the ability to obtain one within a short period of time).
10. A current Senior First Aid Certificate (or equivalent qualification)

Desirable Criteria

1. Practical mechanical skills in vehicle and general maintenance.
2. Recognised training in chainsaw, herbicide, quad bike, firearms and brush-cutter operation.
3. A current Australian State license to operate a motorised vessel.

NB - The location of the Reserve, its accommodation and the nature of duties are unsuitable for applicants with dependent children or domestic pets.

Applications should be submitted in writing, addressing the selection criteria, with attached résumés and two referees; by email to: info@wildlifequeensland.com.au (phone enquiries after 5pm: 0408 932303)

CLOSING DATE FOR APPLICATIONS: 5pm Friday 9th February 2018