



Threatened Species Conservancy (TSC) Bunurong Country | 82 Thompson Ave, Cowes |
www.tsconservancy.org | info@tsconservancy.org ABN: 98 612 648 954

Position Description Intern – Threatened Species Conservancy (TSC)

Organisational Overview

The Threatened Species Conservancy (TSC) is an independent, not-for-profit organisation dedicated to preventing further extinctions and securing Australia's most imperilled plants and animals. We deliver single-species recovery programs across entire landscapes — from public and private land to Indigenous-managed Country and islands — with a focus on overlooked and less-iconic species. TSC works with Traditional Owners, local communities, government agencies, universities, and industry partners to implement evidence-based conservation actions. By combining rigorous science with strong community collaboration, we aim to halt and reverse the decline of biodiversity in Australia.

TSC is an equal opportunity organisation that values inclusivity, transparency, and the professional development of emerging conservation leaders.

TSC Core Values

All interns are expected to uphold the organisation's values: - Communication – Open, transparent, respectful. - Growth and Development – Learning and mentoring opportunities, curiosity, and professional growth. - Leadership and Teamwork – Supporting one another, the community, and the environment. - Respect and Integrity – Acting with fairness, honesty, and accountability. - Responsibility – Ownership of behaviours and contributions to conservation outcomes.

Position Details

Position Title: Conservation Intern Location: Remote and/or field-based, depending on project requirements. Some travel may be required. Reports To: Assigned TSC Project Supervisor / CEO Direct Reports: None Key Relationships: TSC staff, project partners, volunteers, stakeholders, and community groups. Tenure: Fixed-term internship (3–6 months, flexible by agreement). Hours: Negotiable (minimum 1–2 days per week commitment recommended). Remuneration: Voluntary position. TSC covers reasonable project costs incurred.

Position Overview

The internship provides opportunities to gain hands-on experience in threatened species conservation, research support, community engagement, and project development. Interns contribute directly to TSC's mission while receiving mentoring, skills development, and exposure to conservation networks. Internships are tailored to individual strengths and career goals, with potential focus areas including: - Supporting threatened species recovery projects (flora, fauna, invertebrates). - Assisting with field surveys, monitoring, and data management. - Contributing to grant writing and fundraising activities. - Developing educational and outreach materials. - Supporting community engagement and citizen science initiatives. - Assisting with administration, reporting, and project management tasks.

Key Responsibilities

- Contribute to the planning and delivery of threatened species projects. - Undertake research and prepare materials (e.g., reports, fact sheets, grant applications). - Assist in field surveys and monitoring (where relevant, under supervision). - Maintain project transparency by storing work on TSC's Google Drive. - Engage respectfully and professionally with stakeholders, volunteers, and community partners. - Adhere to TSC's safety protocols, including the "no fieldwork alone" policy. - Uphold TSC's values of collaboration, inclusivity, and evidence-based action.

Key Skills & Attributes

- Academic background or strong interest in conservation, environmental science, ecology, or related disciplines. - Strong written and verbal communication skills. - Ability to work independently and as part of a team. - Organisational and time-management skills. - Proficiency with Microsoft Office and/or Google Suite; familiarity with tools such as Canva, Trello, or GIS (desirable). - Willingness to learn, adapt, and receive feedback. - Professionalism and respect in representing TSC with partners and stakeholders.

Professional Development & Mentoring

Interns will: - Receive ongoing guidance and feedback from a TSC supervisor. - Have opportunities to shadow ecologists, conservation staff, and project managers. - Be encouraged to develop and lead small projects aligned with their interests. - Build networks with conservation professionals and partner organisations.

Conditions & Expectations

- Internship is voluntary and does not constitute employment. - Interns must comply with TSC policies on safety, communication, and data management. - Fieldwork requires adherence to safety protocols and appropriate attire/equipment. - All contributions remain part of TSC's collective work and are to be stored on shared systems.

Application Process

To apply, please send your CV and a brief cover letter outlining your skills, interests, and availability to: Abi Smith Chief Executive Officer Threatened Species Conservancy
info@tsconservancy.org