

# **Conservation Work Skills Traineeship**

**SE11700 Round 2**

**September 2025 – February 2026**

**Healthy Habits of Land and Sea  
Information and Application Kit**



**YOUTH CONSERVATION CULTURE INC.**

**172 High Street, Russell Island**

**Ph: 0473 435 086**

**Email: [admin@runningwild.org.au](mailto:admin@runningwild.org.au)**

**Website: [www.runningwild.org.au](http://www.runningwild.org.au)**

## **Skilling Queenslanders for Work**

This Skilling Queenslanders for Work Project is proudly funded and supported by the Queensland Government.

# CONTENTS

ITEM	PAGE
INTRODUCTION	2
GENERAL INFORMATION	3
About the organisation	3
About Work Skills Traineeships	3
PROJECT WORKS	4
Conservation and Ecosystem Management	4
TRAINING	5
Accredited training	5
Non-accredited training	6
WORK SCHEDULE AND CONDITIONS	6
Hours of work	6
Uniforms	7
Wages and allowances	8
Industry visits	8
In the field training trip	8
POSITION DESCRIPTION	9
How to apply	10

# INTRODUCTION

Work Skills Traineeships provide paid employment opportunities through funding from the Queensland Government's Skilling Queenslanders for Work program. They offer an opportunity to gain skills, experience, on-the-job training and formal qualifications while at the same time contributing to projects that leave a visible and long-lasting impact on social infrastructure in a local community.

Running Wild is a local Southern Moreton Bay Islands based not-for-profit that has been running Work Skills Traineeships since 2017.

Through these Work Skills Traineeships, participants are employed full-time as entry-level Trainees on work placement projects. The Traineeship currently on offer is:

<b>Work Skills Traineeships</b>	<b>Qualification</b>
Conservation and Ecosystem Management	<b>AHC10124</b>

Participants will:

- Earn a Certificate I level qualification in Conservation and Ecosystem Management
- Earn other accredited and non-accredited training
- Gain practical experience in real work situations that align with their training
- Complete 22 weeks paid work that can be included in their resumes
- Receive a mix of career advice, job preparation skills and foundation skills

# GENERAL INFORMATION

## About the organisation

Running Wild began as an organisation aiming to provide support services and meaningful activities for young people living on the Bay Islands. Over the years, the organisation has expanded to offer traineeships for all ages, and employment generation through social enterprises such as Containers for Change and Eco Tours. Running Wild has a strong environmental, community and cultural focus, and works hard to incorporate these values into all of our programs.

Running Wild is a supportive workplace, and trainees will be assisted to overcome any personal challenges they are experiencing. Trainees will be provided with on-site support from a professional Youth Worker who fills the role of Project Manager. Trainees will be engaged in developing Pathway Plans (to identify employment/training goals) that:

- are tailored to individual needs and goals
- provide professional support to meet personal and social development needs including referral to specialised support services
- include ongoing progress feedback throughout the program
- explore training and employment networks to meet desired outcomes.

## About Work Skills Traineeships

Work Skills Traineeships primarily target Queensland residents who either:

- are ineligible for Australian Government employment services or assistance,  
OR
- require complementary services because they have significant barriers to learning and employment,  
OR
- have accessed Australian Government services for more than six months and remain unemployed.

Work Skills Traineeships are focused on developing vocational and employability skills for long term unemployed and disadvantaged job seekers and providing them with a pathway to employment.

# Project Works

Project works are facilitated by a Supervisor of Conservation & Ecosystem Management. Supervisors are Running Wild staff members qualified and experienced in the relevant industry. The project works will provide an 'on-the-job' learning environment to promote a range of trainee learning experiences. Projects are community based and all add value to our unique island environment.

Skills that all trainees can expect to develop during the program include:

- Ability to work collaboratively within a team
- Self-organisation, time management and discipline
- Communication
- Safe work practices and procedures
- Working cooperatively with community groups
- Leadership/initiative
- Basic administration (ie. filling in timesheets, weekly activity sheets)
- Budgeting
- Cleaning and organisation of work site and headquarters, including vehicles
- Job search

## **Conservation and Ecosystem Management**

Project works will include:

- Landscaping activities (ie. track construction, weed management, planting and mulching, terracing, retaining wall construction)
- Bushcare activities – weed control through manual and chemical methods
- Organic food growing – garden bed construction, soil and compost preparation, propagation of seedlings, planting, maintenance and harvest
- Nursery work – seed collection, native plant propagation
- Development of native food and medicine gardens, including creating and installing signage
- Seagrass surveys, shorebird surveys, and other marine based activities
- Small scale park infrastructure construction and maintenance (e.g. outdoor furniture)
- Containers for change sorting

Specific skills that Trainees can expect to develop during the program include:

- Worksite safety and correct use of tools and equipment
- Plant identification
- Nursery hygiene
- Propagation techniques
- Weed management
- Understanding of ecosystem functions
- Construction skills
- Power tool usage
- Safe chemical use
- Kayak paddling skills & rescues

## TRAINING

### Accredited Training

Registered Training Organisations (RTOs) will deliver accredited training on site. Training is aligned to practical project works and specific qualifications are delivered as follows:

Qualification	Registered Training Organisation
Certificate I in Conservation and Ecosystem Management	Axiom College
First Aid Certificate	First Aid Accident and Emergency
Additional, career-path focused training – 1 per trainee from a choice of: <ul style="list-style-type: none"><li>- White Card (Construction)</li><li>- Agricultural Chemical Distribution Control (ACDC Weed Control with Chemicals)</li><li>- Chainsaw level 1</li><li>- Shipboard Safety Skill Set</li></ul>	Axiom College Axiom College Axiom College Queensland Maritime Training School

All training will be delivered and assessed on site. There will be ample opportunity for trainees to practically apply knowledge and skills prior to assessments.

## **Non-accredited Training**

The Project Manager will deliver non-accredited training that will focus on job search activities to assist meeting employment goals. This training is integrated into the program and will support each Trainee to develop the following:

- goal setting (pathway planning)
- job search documents (resume, portfolio, letters and marketing materials)
- communication skills
- job search strategy and action planning.

## **WORK SCHEDULE AND CONDITIONS**

Trainees work according to the conditions of the Miscellaneous Award 2020 (MA000104), with certain entitlements dictated by the relevant industry – conservation.

Trainees are expected to abide by the policies and procedures of Running Wild. In particular, trainees will be made aware of the Code of Conduct and engaged in the development of a Working Agreement which will be established in the early stages of the program.

### **Hours of work**

Trainees will work the equivalent of a 38 hour week, for their 22 weeks. Work hours may vary to reflect the project requirements and plans. Our projects are run collaboratively with community groups and other organisations, so we need to maintain a flexible schedule that can adapt to their changing needs. Running Wild tries to align start and finish times with ferry arrivals and departures, but this is never guaranteed.

Our operational base is the Running Wild headquarters at Conservation Corner, 172 High Street, Russell Island, which is where our business and conservation trainees will start and finish most of their working days.

As projects are delivered in the community, trainee groups will work across all four islands and attend various facilities. Start and finish locations may vary depending on project needs and trainees will sometimes be required to start or finish on a

different island, or occasionally at Redland Bay. Trainees will be advised in advance in these cases.

Normal hours of work for business and conservation trainees will be:

- Monday – Thursday: 07:30 to 16:00 with one paid 10 minute morning tea break and a half hour unpaid lunch break.
- Friday 07:30 – 14:00 with one paid 10 minute morning tea break and a half hour unpaid lunch break.

The lunch break will generally be taken on-site where project work for the day is being undertaken. Trainees need to be able to come prepared for work in the morning with sufficient food and drink for the entire day. At times, there be no facilities on the work sites to keep food cool, or to heat up meals, so trainees will need to pack appropriately for these conditions.

Trainees will be required to fill in timesheets on a weekly basis.

In most cases trainees will be encouraged to save their annual leave to be paid out at the completion of the traineeship.

All trainees will be released from the workplace for prior approved appointments and job search activities such as interviews and information sessions.

### **Uniforms**

Trainees will be issued with uniforms as part of their Personal Protective Equipment (PPE). Lost items will be replaced at the expense of the Trainee. Trainees will be issued uniforms as follows:

<ul style="list-style-type: none"><li><b>1 pair steel cap boots</b></li><li><b>1 hat</b></li><li><b>2 pair of drill trousers</b></li><li><b>1 long sleeve drill shirt</b></li><li><b>2 long sleeve fishing shirt</b></li><li><b>3 pair of socks</b></li><li><b>1 pair safety glasses</b></li><li><b>1 pair safety gloves</b></li></ul>
--

Trainees are encouraged to purchase an extra uniform to cover the unexpected (purchase can be claimed back on tax).



## **Wages and allowances**

Trainee wages are in line with the National Training Wage. The pay rate varies depending on individual factors. Trainee rates can be calculated using the pay calculator on [fairwork.gov.au](http://fairwork.gov.au).

If trainees are required to use the passenger ferries to travel to the mainland for work purposes, they will be paid an allowance in their next pay to cover the charge to their Go Card.

## **Industry visits**

During the traineeships, regular visits to workplaces/sites of relevance and sessions from guest speakers will be incorporated into the work plans. These will provide complementary learning opportunities, insight into the diverse types of workplaces that could be available to graduates and potential for networking for project development and future employment opportunities.

## **In the field training trip**

All trainees will attend a week-long field trip to a location in a bushland area on the mainland in the latter part of the program. All trainees will be camping for five nights and engaged in a range of activities related to their training program. During this time, trainees will be participating in fauna management activities such as spotlighting, trapping and surveying

Dates for the training trip will be confirmed during the first half of the traineeship program. Trainees will be required to supply their own camping gear – ie. tent, sleeping bag, crockery and cutlery. Basic facilities will be available at the campsite, such as toilets, showers and shelter.

## POSITION DESCRIPTION



**Position: TRAINEE**

**Full time, fixed term**

**(38 hours /week for 22 weeks)**

**29 Sep 2025 – 27 Feb 2026**

### **Purpose of the position**

The position of Trainee is to fulfil identified project works whilst undertaking accredited training in a related industry area.

### **Requirements of the position**

Traineeships are awarded upon the fulfilment of the following criteria:

- Must be at least 15 years of age
- Ineligible for Australian Government employment services assistance **OR**
- Require complementary services because they have significant barriers to learning and employment **OR**
- Have accessed Australian Government services for more than six months and remain unemployed

School students may be eligible if the student:

- Is at risk of disengaging in school
- Has minimal barriers to achieving employment i.e. they only require minimal assistance to successfully transition to work
- Does not have access to other forms of job search assistance

### **Duties**

Undertake accredited training in identified industry as follows:

- Certificate I in Conservation and Land Management (12 positions)
- Participants will also undertake Job Search Training as part of the program
- Participants will be required to undertake a ONE WEEK long “in the field training” trip – staying five nights at a location on the mainland.

Participation in identified project works to:

- develop local food growing systems
- support conservation projects on the SMBI
- collaborate on projects with other local community groups to enhance community assets and infrastructure related to conservation and ecosystem management.
- participate in personal development opportunities – *in a team, Trainees will learn work skills required to gain and sustain employment such as communication, time management and personal management*
- participate in goal setting and action planning – *each Trainee will be supported to develop individually tailored plans towards a transition to employment or further learning.*

Refer to Work Skills Traineeships Information Kit for further details of specific duties.

### **Reporting Relationships**

Trainees report to the relevant Supervisor and Project Manager (tasks identified reporting).

### **Related Award**

National Training Wage – MA000104: Miscellaneous Award 2020

### **Start date**

Trainees will be expected to start work on Monday 29 September 2025.

### **How to apply**

[Click here to apply using our electronic form.](#)

Or contact Running Wild on the details below for a hard copy:

Ph: 0473 435 086

Email: [admin@runningwild.org.au](mailto:admin@runningwild.org.au)

### **Closing date for applications**

Sunday 7 September 2025