

Moonlit Sanctuary is dedicated to the conservation of Australian wildlife and their habitats. We do this by creating an outstanding experience which engages and delights visitors, and through conservation breeding, research and education.

Moonlit Sanctuary's Vision and Mission

Our Vision: To save species from extinction.

Our Mission: To lead the conservation of wildlife and presentation of Australian fauna, and in doing so provide an outstanding visitor experience. We achieve this by:

- accepting science as the basis for our understanding of the world and the natural environment; and
- promoting the importance of conservation of the environment; and
- promoting the preservation of species; and
- ensuring the welfare of animals in our care.

Our Values:

- **Respect** - We treat each other as equals, recognising the worth and dignity of every person.
- **Collaboration** - We are inspired by the contributions of all individuals and the power of a team. We support each other and work together to achieve our shared goals.
- **Accountability** - We hold ourselves to high standards in our interactions and work and take responsibility for our words and actions.
- **Innovation** - We are creative, resourceful, and resilient. We celebrate a culture of continuous improvement and aspire to be a leader in our field.
- **Customer-centered** - We actively listen to and understand our customers to design and deliver excellent services.

Position Overview

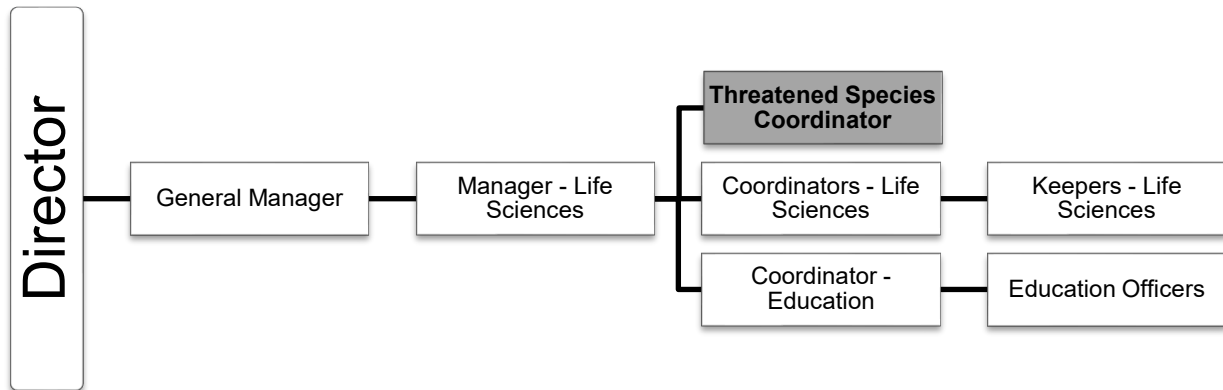
Department	Life Sciences	Reports to	Manager – Life Sciences
Industrial instrument	Amusement, Events and Recreation Award 2020	Classification/Grade	Grade 6
Primary location	Moonlit Sanctuary, 550 Tyabb-Tooradin Rd, Pearcedale	Employment status	Full time
Key internal relationships	Moonlit Sanctuary Senior Leadership Team Life Sciences Leadership Team Moonlit Sanctuary staff	Key external relationships	External agencies Regulator Other facilities/zoos/private holders State governing department ZAA Partner Conservation Organisations

Position Purpose

Reporting to the Manager – Life Sciences, the **Threatened Species Coordinator** is a member of the Life Sciences Leadership Team, working collaboratively with fellow Coordinators (of Aves, Ectotherms, Education, Koalas, Mammals, and Show and Logistics) to ensure Moonlit Sanctuary remains committed to its conservation vision and mission.

The Threatened Species Coordinator is responsible for coordinating current and future conservation programs both internally at Moonlit and at a wider species program coordination level. The role will ensure conservation remains central to Moonlit Sanctuary's purpose through development and maintenance of conservation programs, professional development, visitor education, marketing and partnerships.

Reporting Line



Key Responsibility Areas

Program Coordination

- Responsible for the collaborative coordination of Moonlit Sanctuary threatened species programs (excluding husbandry and staff management).
- Actively collaborate with relevant team Coordinators (for example, Aves, Ectotherms, Mammals) to ensure seamless operation of threatened species programs.
- Oversee development and coordination of new threatened species programs in collaboration with the Director, General Manager and Manager – Life Sciences, working collaboratively with relevant team coordinator.
- Participate in Captive Management Group (CMG) meetings as a Moonlit Sanctuary representative.
- Undertake Captive Management Group (CMG) project work as agreed.
- Coordinate Moonlit Sanctuary's Conservation Committee.
- Participate in the Species Advisory and Conservation Group Recovery Team as a Moonlit Sanctuary representative.
- Assist Life Sciences Manager and relevant coordinator with compliance with all relevant legislation, standards, and regulatory requirements that apply to wildlife conservation activities.
- Oversee ZIMS record quality control for threatened species programs.
- Provide administrative and other support of the RARES Foundation as required.
- Liaise with external stakeholders regarding Moonlit Sanctuary threatened species programs and participate in specialist meetings, groups or forums as required.
- Coordinate marketing and promotion of Moonlit Sanctuary threatened species programs in collaboration with the Manager - Marketing and Manager - Life Sciences.
- Contribute to ensuring conservation is fully embedded in all Moonlit Sanctuary activities including presentations, encounters, education etc.
- Perform Orange-bellied Parrot Species Coordination related tasks (including):
 - Develop an understanding of the genetic programs used in species coordination (SPARKS & PMx).
 - Manage breeding season reporting.
 - Provide expertise in selecting birds for releases as required by the program.
 - Write the yearly annual report and recommendations for the program.
 - Write and manage a yearly calendar of events for the Species Coordinators and Studbook Keepers to follow.
 - Manage the Orange-bellied Parrot studbook.

Animal Husbandry and Enclosures

- Collaborate with Manager – Life Sciences and relevant coordinator on the planning of new enclosures and breeding facilities for threatened species.
- Collaborate with Manager – Life Sciences and relevant coordinator regarding best practice principles to ensure threatened species enclosures support animal welfare balanced against ensuring a positive visitor experience.

Work, Health and Safety

- Demonstrate work, health and safety leadership and commitment to working toward a zero-harm workplace.
- Actively model behaviours that enhance Moonlit Sanctuary's safety culture.
- Actively promote and abide by Moonlit Sanctuary's WHS policies and procedures as amended from time to time.
- Ensure all incidents, hazards and near misses are recorded within 24 hours, fully investigated and preventative measures implemented.

Key Performance Indicators

- Threatened Species Coordinator tasks are completed in a timely manner and in accordance with Moonlit Sanctuary procedures.
- Australian Species Management Program reporting is completed to a high standard and in a timely manner.
- Yearly Annual report and recommendations delivered on time.
- Conservation is embedded within Life Sciences activities and organisational activities.
- Maintain specialist knowledge of Moonlit Sanctuary's threatened species programs.
- Assist with upskilling and training of other staff in studbook keeping, species management coordination and annual reporting.

Key Selection Criteria

- A passion for wildlife, conservation, and the environment.
- Significant experience in the conservation sector.
- Experience in husbandry and conservation breeding programs for native wildlife.
- Highly developed interpersonal and communication skills, with proven ability to maintain effective working stakeholder relationships, both internal and external.
- Ability to represent the interests of Moonlit Sanctuary in all areas related to conservation programs of captive animal management and wider conservation.
- Excellent time management skills.
- Proficient in the use of software and cloud-based applications, including that used in data analysis and genetic management.
- Ability to work effectively both autonomously and as part of a team.
- A solutions and improvement mindset.
- Proficient in data entry, analysis and associated report writing.
- Experience in detailed, accurate record keeping

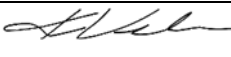
Qualifications & Experience

Essential	• Tertiary or post graduate qualifications in a relevant discipline (For example. zoology, conservation biology or related science field).
Desirable	• Animal Care and Management, Certificate IV in Captive Animal (or equivalent). • Certificate III in Wildlife and Exhibited Animal Care (or equivalent). • Significant experience working in a zoo or wildlife park in the conservation sector. • Species coordination experience. • Species studbook management. • Annual reporting. • Experience using ZIMS and PMx software.

Background Checks, Licences and Accreditations

Essential	• Satisfactory result in a National Police Record Check. • Australian citizen, Permanent Resident or holding an appropriate work visa. • Current Employee Status Victorian Working with Children's Check. • Current Driver's License.
Desirable	• Current Level 2 First Aid and CPR.

SIGNED on behalf of Moonlit Sanctuary Wildlife Conservation Park.....
Chris Freeman, Manager – Life Sciences.....
Date**SIGNED by the Employee**.....
Employee name:.....
Date

People and Culture use only		
This position description has been assessed by Moonlit Sanctuary leadership	eSignature:  Name: Chris Freeman	Date: 20/8/2026
This Position Description has been signed and approved by People and Culture	eSignature:  Name: Katiana Velcek	Date: 7/9/2026