

## Volunteer research assistant

State of Environmental Biosecurity project



<b>Position:</b>	Volunteer research assistant
<b>Reports to:</b>	Carol Booth, Principal Policy Analyst
<b>Time commitment:</b>	1-2 days per week equivalent (with a preference for 2 days)
<b>Location:</b>	Anywhere
<b>Duration:</b>	3 months
<b>Remuneration:</b>	None. This is an unpaid volunteer role.

### Background to the State of Environmental Biosecurity Project

The Invasive Species Council is preparing a report on the state of environmental biosecurity in Australia (akin to state of environment reports). The focus will include the status and biodiversity impacts of invasive species and the effectiveness of federal, state and territory biosecurity responses. This will help identify biosecurity priorities and support advocacy to strengthen biosecurity.

### Volunteer Role Description

We are looking for someone to help search for information and compile data essential for the state of environmental biosecurity report. This will involve searching online documents and websites for specified information (for example, about particular species) and entering it into spreadsheets or documents in a Google Drive folder. The research assistant will need to be meticulous and details oriented (accuracy is important).

### Volunteer Role Tasks

Subject to availability and capacity, the tasks of this volunteer role will include any or all of the following;

- Online searching for specified information
- Entering of information into spreadsheets or documents in Google Drive
- Citing the source of information
- Checking the accuracy of information already entered

### Selection Criteria

Essential

- Literature research skills
- Experience with using spreadsheets
- Experience with using a referencing program
- Access to the internet

Desirable

- A science degree

- Interest in biosecurity or invasive species issues

**Role Requirements and Commitment**

The requested commitment of 1–2 days a week can be spread over on any days of the week from any location. The supervisor will be available most days and able to communicate via Zoom or Google Meet to address any questions.

The only equipment required is a computer with access to the Internet.

At ISC we greatly value the contribution of our volunteers. We aim to provide them with work that is safe, significant, fulfilling and appreciated. All volunteers will be selected free of discrimination and under equal opportunity. They will be reimbursed for all pre-approved expenses, provided with training and support, covered by volunteer insurance, and recognised for their efforts. A statement of achievement will also be available upon completion of the role.

**Applicants are requested to send a one-page letter of interest & copy of their CV to**

[carolbooth@invasives.org.au](mailto:carolbooth@invasives.org.au) ASAP. This position will be filled as soon as a suitable volunteer is identified.

More information on the Invasive Species Council and our work can be found on our website at [www.invasives.org.au](http://www.invasives.org.au).