



Role Description

Role Title:	Manning / Great Lakes Regional Landcare Coordinator / Executive Officer
Employer:	Mid Coast 2 Tops Landcare Connection
Location:	Negotiable, across the Manning / Great Lakes sub-region
Role Classification:	Temporary Part Time to 30 June 2023. Subject to funding availability and performance.
Remuneration:	\$42 per hour + employer superannuation
Hours per week:	0.6 FTE, 21 hours per week

Organisation Profile:

Mid Coast 2 Tops Landcare Connection (MC2T) represents community-based landcare in the Manning / Great Lakes sub-region of the Hunter LLS region in NSW. It attracts funding to support its representative landcare networks: Manning Landcare Inc., Karuah & Great Lakes Landcare Inc. and Manning Coastcare Inc. which promote, through a wide variety of activities and initiatives, sustainable and effective management of natural resources for current and future generations. <https://www.midcoast2tops.org.au>

Purpose and Objectives of the Regional Landcare Coordinator / Executive Officer:

As the Hunter Local Land Services region has split its 0.6 FTE Regional Coordinator role into two positions, this role has been supplemented by 0.3 FTE Executive Officer role to support its host organisation.

The Regional Coordinator will be a part of a state-wide network, playing a key role in expanding and multiplying on the benefits delivered at the local district and network scale.

Regional Coordinators will support regional approaches to priority planning, regional collaboration, regional organisation and develop the capacity for Landcare networks and groups in their regions to participate more effectively in larger scale opportunities.

Regional Coordinators will play an important role in the facilitation of Community-of-Practice in their region and will link to other key stakeholders including Regional Agriculture Landcare Facilitators, Landcare NSW, Local Land Services and other partners.

Regional Coordinators will report to their host organisation. However, they will be guided by a Regional Steering Committee and must maintain strong links to the state level program. A Regional Priority Plan must be developed within three months of the Regional Coordinator being recruited.

The Regional Coordinator's outcomes will be measured against key results which will include the delivery of strategic regional initiatives, collaboration and regional scale participation.

The Executive Officer role will support the host organisation with financial management, human resources, program management, administration and reporting.

Key Accountabilities of the Regional Landcare Coordinator:

- Work under the guidance of a Regional Landcare Coordinator Steering Committee and the NSW Landcare Program
- Work with partners to support, facilitate, and build new or existing regional Community-of-Practice networks through improved regional communication
- Increase participation in the regional Community-of-Practice from Landcare, Local Land Services and other organisations

- Empower its local networks to promote volunteer engagement and community participation in natural resource management activities that address critical agricultural sustainability and environmental issues
- Facilitate linkages between Landcare activities/projects and Local Land Services and Landcare NSW strategic objectives
- Support Landcare to undertake planning, develop partnerships and secure resourcing through project grants and other sources
- Support improvements in stability and long term viability of Landcare in their region
- Increase capacity of Local Landcare Coordinators to deliver on the program outcomes, including organising training
- Work with Landcare NSW to link regional and district networks/groups to alternative funding/fee-for-service opportunities
- Identify and facilitate potential regional joint initiatives, funding opportunities, collaborative programs
- Participation in and delivery of regional and state Community-of-Practice
- Monitor, evaluate and report on program outcomes at a regional scale
- Develop and implement a regional priority plan

Key Challenges for the Regional Landcare Coordinator:

- Management of expectations of local Host Committee and those of other Landcare Communities within the Local Coordinator's sub-region
- The role is not specifically for the purpose of direct management of Local Coordinators as that is expected of their host organisations
- Management of the two part time roles and the management of priorities between delivery of outcomes and service to Landcare community and program requirements such as reporting and attendance at Community-of-Practice events as well as meeting the administration and program management requirements of the host organisation.

Key Relationships of the Regional Landcare Coordinator / Executive Officer:

- Host organisation
- Regional Steering Committee
- Other Regional Landcare Coordinators across NSW
- Regional Agriculture Landcare Facilitators
- Local Landcare Coordinators in their sub-region
- Other Landcare staff and other Landcare Community members
- Local Land Services staff and Landcare NSW staff
- The NSW Landcare Program Management Team
- Other potential partner stakeholders.

Focus Capabilities:

Regional Landcare Coordinators are expected to demonstrate and practice capabilities in line with those identified below.

Commitment to Service (High Level): Regional Coordinators must take responsibility for delivering a high level service to their community and the stakeholders of their organisation. They should be able to understand community perspectives, identify with and respond quickly to community needs, developing solutions to meet those needs. They should have capacity to find opportunities to cooperate with internal and external parties to improve outcomes for Landcare. They must connect and collaborate with relevant stakeholders within the community.

Capacity to Work Collaboratively (High Level): Regional Coordinators should be able to work well and support a co-operative team environment. They should be able to share information and learning across teams, recognising and acknowledging that best outcomes are often achieved by effective collaboration. They should be able to engage other members of community and their organisation to share information and solve issues and problems jointly, while supporting others in challenging situations.

Deliver Results (Intermediate Level): Regional Coordinators must be proactive and have a proven capacity to complete work tasks to agreed budgets, time-frames and standards. Take the initiative to progress and deliver own and team/unit work. Contribute to allocation of responsibilities and resources to ensure achievement of community goals. And know to seek and apply specialist advice when required.

Demonstrated Accountability (Intermediate Level): Regional Coordinators must be able to take responsibility and be accountable for their own actions. Understand, identify and follow safe work practices, and be vigilant about themselves and others. Be alert to risks that might impact the completion of an activity and address these when identified. They must use financial and other resources responsibly.

Skills in Project Management (Intermediate Level): Regional Coordinators must have skills to plan and deliver tasks in line with agreed schedules. Check progress against schedules, and seek help to overcome barriers. They should be able to participate in planning and provide feedback about improvements to schedules.

Capacity to Act with Integrity (Intermediate Level): Regional Coordinators should have the demonstrated capacity to always represent the Program and their Host organisation in an honest, ethical and professional way. They should support a culture of integrity and professionalism, with the proven capacity to understand and follow: rules, policies, guidelines and codes of conduct. They should also be able to help others to understand their obligations to comply with the above. They must be able to recognise, report and manage apparent conflicts of interest.

Communicate and Participate (High Level): Regional Coordinators should have strong and effective communication skills, including computer skills and experience in using modern online communication platforms. They must be able to lead and participate in group workshops and collaboration activities.

Skills in Financial Management (Intermediate Level): The Executive Officer will be expected to manage the modest level of financial and employment transactions using Xero with the support of our accountant.

Additional Information:

Mid Coast 2 Tops Landcare Connection is an equal opportunity employer, with employment under the organisation's standard employment agreement or as negotiated.

Regional Landcare Coordinators must have a valid Driver's Licence.

Attendance at meetings outside of normal work hours may be required. Travel around the region and infrequent travel and overnight stays intra state will be required.

You will be required to use your own vehicle for work purposes and provide us with copies of comprehensive or at least Third-Party Property insurance for your vehicle. Vehicle use will be reimbursed on a per kilometre basis from your place of work.

For further information about the position, please contact Robyn Lamond (President) on 0419 800 896 or Daintry Gerrand (Public Officer) on 0427 565 099.

To Apply:

In making an application for this role please provide the following:

- A brief cover letter, addressing your capacity to meet the focus capability and outlining why you seek this role. (two pages maximum)
- A current curriculum vitae / resume (four pages maximum)
- Contact details for two professional referees, which should include a current or recent supervisor.

Applications should be emailed to **mc2t.president@gmail.com**

Closing date for applications Wednesday 25th September .

Interview Date - Tuesday 1st October 2019 in Taree.