



Local Landcare Coordinator Role Description

Position title:	Shoalhaven Landcare Coordinator
Employer:	Shoalhaven Landcare Association Inc.
Document dated	3 March 2020
Location:	Based at or near Nowra, and covering the whole of the Shoalhaven Local Government area.
Classification / Tenure:	Part time position funded through to June 2023. Minimum 14 hours per week for the period to December 2021. Additional hours (currently 7 hrs per week) available through additional funded and future projects. There will be a 3 month probationary period.
Remuneration:	Salary of \$ \$40.50 per hour (\$567 per week for 14 hours), with benefits, entitlements, leave and superannuation based on the National Employment Standards.
Organisation profile:	Shoalhaven Landcare Association (SLA) is a district Landcare group, whose members are local Landcare groups in the Shoalhaven. It currently has no other paid staff and is run by an active committee. See Association website at www.shoalhavenlandcare.org.au
Position/role objectives:	<p>The person will work with SLA and its member groups, to increase the capacity of Landcare in the Shoalhaven to:</p> <ul style="list-style-type: none"> • support and increase community engagement • assist local landcare groups to develop and implement activities • undertake planning, develop partnerships and secure resourcing through project grants and other sources • monitor, evaluate and report on projects and activities • effectively participate in natural resource management activities that address critical agricultural sustainability and environmental issues • link to programs of Local Land Services and other Government agencies and organisations to develop on-ground natural resource management projects, in line with regional and state strategies. <p>The Local Landcare Coordinator position is part of the NSW Landcare Program, a partnership between Landcare NSW and Local Land Services. Local Landcare Coordinators will participate in and contribute to a regional and state Landcare Community of Practice.</p>



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Reporting/supervision arrangements:	<p>Position would report on a day-to-day basis to the chair of SLA or their deputy. During the first 6 months, the facilitator will need to work closely with executive committee members so that the existing work program can be progressed quickly.</p>
Competencies: Essential and desirable.	<p>The following competencies are essential for this role.</p> <ul style="list-style-type: none"> • being self-motivated; • excellent networking and people skills; • ability to relate to and work with rural landowners and landcare volunteers on matters of local concern • good communication, coordination, administration and computing skills; • a strong interest in and commitment to local environmental and agricultural land management issues. • can manage their workload effectively to deliver agreed work on time; • a current drivers licence. <p>Some skills or experience in one or more areas of rural work activity is desirable.</p>
Selection criteria:	<p>Please address each of the following criteria as a short separate paragraph:</p> <ol style="list-style-type: none"> 1. Sound understanding of relevant natural resource management issues relevant to the Shoalhaven. 2. Demonstrated well-developed written and oral communication skills, including computer competence (In your application, please list short documents or brochures you have produced and computer programs in which you are competent). 3. Demonstrated ability to work with and develop community groups, including group facilitation, assessing group and individual capabilities and motivation. 4. Proven expertise in project planning, management, record keeping and report writing. 5. Demonstrated ability to work with minimum supervision, use initiative and work as part of a team and network. 6. Proven ability to build partnerships with government agencies, non-government agencies, community groups and landholders. 7. Experience in Natural Resource Management, Environmental Science, Sustainable Agriculture or similar. 8. Ability and willingness to work outside office hours to contact landholders and attend meetings. 9. Current drivers licence and own vehicle for use for work.



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Additional Information:	<p>Shoalhaven Landcare Association Inc is an equal opportunity employer, with employment under the organisation's standard employment agreement.</p> <p>Attendance at meetings outside of normal work hours, and flexibility in work hours will be required. Travel around the region and infrequent travel and overnight stays intra state will be required.</p> <p>You will be required to use your own vehicle for work purposes, and provide us with copies of vehicle insurance certificates that cover its use for business purposes. Vehicle use will be reimbursed on a per kilometre basis at the ATO rate.</p> <p>For further information about the position, please contact secretary@shoalhavenlandcare.org.au</p>
Applications	<p>In making an application for this role please provide the following as pdfs:</p> <ul style="list-style-type: none">• A brief cover letter, addressing your capacity to meet the selection criteria 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. <p>Applications should be emailed to: secretary@shoalhavenlandcare.org.au Closing date for applications: Thursday, 19th March 2020, midnight EST Interviews: Likely to be Monday 30th March.</p>