



## Position Description

### Hovells Creek Landcare Group – Local Landcare Coordinator

<b>Position Title:</b>	<b>Local Landcare Coordinator (LLC)</b>
<b>Employer:</b>	Hovells Creek Landcare Group (HCLG) Inc
<b>Location:</b>	The position will serve the HCLG which is based at Hovells Creek, NSW 2794. Work will be broadly in the Cowra, Boorowa and Wyangala Dam environs.
<b>Classification / Tenure:</b>	Part-time ongoing position from June 2020 to June 2023, subject to satisfactory performance.
<b>Remuneration:</b>	Between \$36 and \$40/hr according to skills and experience, working about 16 hours per week.
<b>Organisation profile:</b>	<p>Hovells Creek Landcare Group is a mainly farm family-based, not-for-profit, community group located in the central west region of New South Wales, approximately 40 km to the south east of the regional town of Cowra and approximately 300 km to the west of Sydney. The Group currently has 95 members.</p> <p>Members have fenced 30 km of waterway and 130 ha of remnant vegetation (to exclude domestic livestock) and planted 6,000 native trees / shrubs since 1996. We have developed a regional biodiversity and conservation management plan as part of our support for the Great Eastern Ranges (habitat for migratory birds) Initiative. We meet bi-monthly and organise regular expert guest speakers; on-property field days; and regional visits for members and associates. Our recent activities have been focused on habitat connectivity for rare and endangered species, weed control, soil erosion control and the impact of drought / climate change on local farming systems. The Group manages several grant funded projects on member properties and public land.</p>
<b>Position/role objectives:</b>	<p>The Local Landcare Coordinator will support the work of the HCLG in the areas of:</p> <ol style="list-style-type: none"> <li>1. communication with members and support for membership activities;</li> <li>2. assist the executive committee with project design and planning and securing resourcing through grant applications;</li> </ol>

	<ol style="list-style-type: none"> <li>3. monitor, evaluate and report on projects and activities;</li> <li>4. organise workshops and other activities addressing the sustainability of local agricultural and ecological systems; and</li> <li>5. develop and maintain links with other landcare programs and landcare staff in the region and technical expertise from research agencies. This position is financed in part through the NSW Government-funded Landcare Support Program.</li> </ol>
<b>Reporting/supervision arrangements:</b>	<p>The position reports in the first instance to a member of the Executive Committee, and also to the Chair of HCLG.</p>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• is proactive with a community-minded attitude</li> <li>• has excellent networking and people skills</li> <li>• has good communication, coordination and administration skills</li> <li>• has a strong interest in and commitment to promoting practices that integrate and enhance local agricultural and ecological systems</li> <li>• can manage their workload effectively and is an organised worker</li> <li>• is flexible about their working hours over the period of employment</li> <li>• has good computer and IT skills</li> <li>• has a current drivers licence and own vehicle.</li> </ul>
<b>Selection criterion:</b>	<p>Please address each of the following criteria with one or more short separate paragraphs:</p> <ol style="list-style-type: none"> <li>1. An understanding of natural resource management, ecology and landscape function issues in the region and capacity for empathy with the local community.</li> <li>2. Demonstrated well-developed written and oral communication skills, including competence in the use of Word, Excel, email and the internet.</li> <li>3. Proven expertise in project design, planning, management, record keeping and report writing.</li> <li>4. Demonstrated ability to work with minimum supervision, use initiative and work as part of a team or network.</li> <li>5. Proven ability to build partnerships with government agencies, non-government agencies, community groups and landholders, including schools and indigenous groups.</li> <li>6. Experience and relevant background/qualifications in Natural Resource Management, Environmental Science, Agricultural Science or similar.</li> <li>7. Ability and willingness to work outside office hours to contact landholders, attend HCLG meetings and participate in other relevant activities.</li> <li>8. Current drivers licence and own vehicle.</li> </ol>

<p><b>Additional Information:</b></p>	<p>Employment will be as negotiated and will be covered by the National Employment Standards.</p> <p>There will be an initial 3-month probationary period for appointment to the position.</p> <p>Attendance at Landcare Group meetings outside of normal work hours may be required. Travel around the region and infrequent travel and overnight stays within NSW will be required.</p> <p>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 usage will be reimbursed on a per kilometre basis at ATO approved rates.</p> <p>You will be required to be based from your own home office setup with internet access and a phone. HCLG will provide a laptop and contribute towards the cost of other services.</p> <p>Applicants should desirably be resident somewhere in the Hovells Creek, Boorowa, Cowra and Young area.</p> <p>For further information about the position, please contact Keith Hyde, HCLG on 0417 488 148</p>
<p><b>Applying for the position:</b></p>	<p>To apply, please provide the following:</p> <ol style="list-style-type: none"> <li>1. Brief covering letter, outlining why you seek this position (1 page)</li> <li>2. Your current CV/resume (4 pages maximum).</li> <li>3. Your claims against each of the selection criteria (4 pages maximum)</li> <li>4. Contact details for two referees, which must include a current or recent employer or supervisor.</li> <li>5. Applications to be emailed to Keith Hyde, HCLG at the following email address:  <p style="margin-left: 40px;">kjhyde 'at' bigpond dot net dot au (please rewrite appropriately when emailing, as email address is expressed this way to avoid robots &amp; web crawlers)</p> </li> </ol>
<p><b>Closing date:</b></p>	<p>Applications must be received by Friday 5 June 2020.</p>