



Local Land Services

This initiative made possible by the NSW Landcare Program.
A collaboration of Local Land Services and Landcare NSW Inc. supported by the NSW Government.



Tamworth Regional
LANDCARE
ASSOCIATION

Job Title:	Project Officer	Job Code/ Req#	210915
Location:	Flexible within North West NSW	Position Type:	Part-time (30hrs/month)
Closing Date:	Sunday 10 th October 2021 11:59 pm	Salary Range:	\$35-\$42/hour + super + leave entitlements
Tenure	Fixed Term until 30 th November 2022. Possibility to extend subject to successful grants.		
Hiring Contact	Craig Pullman, Regional Landcare Coordinator, craig@trla.org.au 0428 649581		

Applying for the position:

To apply, please provide the following:

1. Brief covering letter (2 pages maximum) addressing the Essential Requirements and Highly Valued attributes of the role listed below.
2. Your current CV/resume (2 pages maximum).
3. Contact details for two referees which should include a current or recent employer or supervisor.
4. For further information please contact the Hiring Contact above.
5. Applications must be emailed to craig@trla.org.au by the closing date.

Job Description

OBJECTIVES

- Increased community awareness of biodiversity and private land conservation.
- Increased participation in Landcare groups.
- Improved long term financial stability and viability of Tamworth Regional Landcare Association (TRLA) through external funds.
- Secured resourcing through project grants and other sources through planning and partnership development.

ROLE AND RESPONSIBILITIES

- Support Landcare Coordinators in delivery of the Private Land Conservation project.
- Contact Landholders.
- Plan events.
- Prepare communications and promotion products.
- Deliver events (procurement, ticketing, venue, logistics).
- Apply for and manage ongoing grant applications for TRLA in 'off time' from project support.
- Produce 'shelf project' grant paperwork for use for future grants and TRLA member groups.
- Apply for and manage community grant applications for TRLA.
- Identify and apply for new funding opportunities.

Other duties as required including:

- Participate in Landcare meetings and take minutes where appropriate.
- Monitor, evaluate and report on projects and activities as required.
- Identify and escalate Issues or Risks.



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- Manage project schedules - ensure multiple projects are on track and supported.
- Participate in natural resource management on ground activities that address environmental sustainability i.e. tree planting days, mulching, weeding.
- Extend the Groups ability to support the local community and landholders in improving the local environment.

REPORTING

The Project Officer will report to the TRLA Executive as part of the team which comprises volunteers and paid staff working on other projects.

ESSENTIAL REQUIREMENTS OF THE ROLE

1. Excellent networking and people skills.
2. Demonstrated ability to work with community/volunteer groups.
3. Excellent communication, coordination, administration, and computing skills.
4. Be able to manage time and workload effectively.
5. Ability to work effectively as a team member and independently.
6. Ability to travel within the North West region with overnight stays on occasion.

HIGHLY VALUED SKILLS AND EXPERIENCE

1. Proven experience in community event or project management.
2. An interest in and commitment to local environmental, sustainable agricultural and community development issues.
3. Strong production skills for communications products using a graphic design package (eg Canva).
4. Be able to promote Landcare projects, events and initiatives through various mediums including social media, enews, website , tv and print media.
5. Solid understanding of the grant application and management process.

ADDITIONAL NOTES

- The role directly supports Landcare coordinators and events across North West NSW requiring flexibility in working hours at times to attend meetings and work outside of normal work hours.
- You will be required to use your own vehicle for work purposes and will need to provide copies of current registration and insurance. Remuneration at current tax rate/km will be made.
- Compliance with the prevailing government health recommendations is highly regarded.

Reviewed By:	Paul Moxon, President TRLA	Date:	1/9/21
Approved By:	Stephanie Cameron, a/Chair NW Landcarers	Date:	1/9/21
Last Updated By:		Date/Time:	