

**POSITION DESCRIPTION**

<b>Position title:</b>	<b>Local Landcare Coordinator – Lake Cargelligo</b>
<b>Employer:</b>	Lake Cowal Foundation
<b>Location:</b>	Lake Cargelligo
<b>Classification / Tenure:</b>	Temporary part-time position up to 30th June 2023. Subject to funding availability and performance.
<b>Remuneration:</b>	\$32/hr (plus superannuation). Pay cycle fortnightly.
<b>Organisation profile:</b>	The Lake Cowal Foundation (LCF) is a not-for-profit environmental trust established in June 2000. Its primary goal is to protect and enhance Lake Cowal, a nationally significant wetland. LCF works with a range of organisations in natural resource management including the Lake Cargelligo Landcare Community. LCF is dedicated to promoting and building community involvement in sustainable agriculture and natural resource management through education, on-ground works and practice.
<b>Position/role objectives</b>	The Local Coordinator is that of an enabler for local community volunteer Landcare. Local Coordinators will work with their host organisation, local steering committee, and the Landcare groups and organisations of their area to support and empower them to achieve their own goals, to participate in Landcare, to partner with Local Land Services and to deliver on the target outcomes of the NSW Landcare Program.
<b>Reporting/ supervision arrangements:</b>	Lake Cowal Foundation (LCF): On a day-to-day basis, the position reports to the LCF Projects Manager.
<b>Links to existing programs:</b>	The Local Landcare Coordinator Initiative meshes with existing team members and the support arrangements currently in place through the Regional Landcare Facilitator Network. Regional Landcare Facilitators play an important role in facilitating a community of practice and in assisting with the collection and aggregation of data from each region. The Landcare Support Program Manager and the State Landcare Coordinator work with each Local Land Services region and the Landcare community in the region to identify current programs and existing support roles and to ensure linkages occur.
<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 project management, communication, coordination, administration and computing skills</li> <li>• has a strong interest in and commitment to local agricultural land management and environmental issues</li> <li>• can manage their workload effectively</li> <li>• is flexible about their working hours over the period of employment</li> <li>• has a current driver's licence.</li> </ul>

<b>Selection criteria:</b>	<ol style="list-style-type: none"> <li>1. Sound understanding of natural resource management issues in the region and understanding of 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. Demonstrated ability to work with and develop community groups, including group facilitation, action planning and mediation skills.</li> <li>4. Proven expertise in project planning, management, record keeping and report writing.</li> <li>5. Demonstrated ability to work with minimum supervision, use initiative and work as part of a team or network.</li> <li>6. Proven ability to build partnerships with government agencies, non-government agencies, community groups and landholders, including schools and indigenous groups.</li> <li>7. Experience in Natural Resource Management, Environmental Science, Sustainable Agriculture or similar.</li> <li>8. Ability and willingness to work outside office hours to contact landholders and attend community group meetings.</li> </ol>
<b>Additional Information:</b>	<p>The Lake Cowal Foundation is an equal opportunity employer, with employment under standard employment agreements or as negotiated. Attendance at meetings outside of normal work hours may be required. Travel around the region and infrequent travel and overnight stays intra state may be required.</p> <p>You may be required to use your own vehicle for work purposes with use reimbursed on a per kilometre basis at ATO rate (\$0.68c/km). Copies of comprehensive insurance for your vehicle will need to be provided.</p>

## **SCHEDULE OF ADDITIONAL TERMS AND CONDITIONS**

Allowances (source: Professional Employees Award)

### **Travelling expenses and travelling time**

An employee will be reimbursed all reasonable expenses (including accommodation, meals and out-of-pocket expenses directly related to their employment) incurred while travelling on their employer's business. Reasonable compensation for excess travel time must be agreed upon. All travel must be agreed to by management before being undertaken, consistent with the Employer's Vehicle Use Policy.

### **Vehicle allowance**

In cases where it is mutually agreed that an employee will be required to use their private vehicle on the employer's business, the employee will be paid reasonable compensation, consistent with the Australian Taxation Office Rates for motor vehicle expense claims.

### **Equipment and special clothing**

The employer will provide free of cost equipment and special clothing reasonably required for the adequate discharge of duties. Such equipment or clothing will remain the property of the employer.

### **Substitution of public holidays by agreement**

An employer and individual employee may agree to the employee taking another day as the public holiday instead of the day which is being observed as the public holiday in the enterprise or relevant section or sections of it.