



PO Box 487  
Wallan, VIC 3756  
upper.deep.creek.landcare@gmail.com

ABN 9879 9461 566

## **POSITION DESCRIPTION**

### **FOR PROVISION OF LANDCARE FACILITATOR SERVICES**

## 1. POSITION DETAILS

<b>Position Title:</b>	Landcare Facilitator
<b>Location:</b>	Parts of Macedon Ranges Shire, Mitchell Shire and the City of Hume.
<b>Engagement Basis:</b>	An independent contractor.
<b>Remuneration:</b>	To be negotiated.
<b>Tenure:</b>	Fixed term contract ending 30 June 2021.
<b>Hours of Work:</b>	A self-employed contractor is to be engaged as the Upper Deep Creek Landcare Network's Landcare Facilitator for up to 30 hours per week (to be negotiated) until 30 June 2021.

## 2. FUNDING FOR POSITION

The Upper Deep Creek Landcare Network (UDCLN) has received funding from the Victorian Government's Victorian Landcare Facilitator Program (VLFP) to engage the services of a Landcare Facilitator until June 2021.

The UDCLN plans to apply (in March 2021) for 2021/24 VLFP funding to enable it to continue to engage a Landcare Facilitator from July 2021. However, the outcome of this application won't be known until May 2021. Engagement beyond 30 June 2021 is dependent on the UDCLN securing the 2021/24 VLFP funding and is also subject to performance.

## 3. POSITION OBJECTIVE

The purpose of the Upper Deep Creek Landcare Network's Landcare Facilitator role is to support the work of local Landcare and Friends of groups/networks, private landowners and the wider community with their natural resource management activities and on-ground projects that protect, enhance and restore the natural environment, address land management issues, and foster the adoption sustainable agricultural practices.

## 4. ORGANISATIONAL CONTEXT

The Upper Deep Creek Landcare Network was established in 2009 and its VLFP-funded Landcare Facilitator will also support the UDCLN's three member Landcare groups:

- Deep Creek Landcare Group,
- Newham and District Landcare Group, and
- Upper Maribyrnong Catchment Group.

The Landcare Facilitator will also provide support to the Jacksons Creek EcoNetwork (est. 2008), an adjacent network, and its 11 member groups:

- Clarkefield and District Farm Landcare Group,
- Gisborne Landcare Group,
- Riddells Creek Landcare,
- Friends of Daly Nature Reserve,
- Friends of Emu Bottom Wetlands Reserve,
- Friends of Holden Flora Reserve,
- Friends of Jacksons Creek (Gisborne),
- Friends of Organ Pipes National Park,
- Greening of Riddell,

- Stanley Park Committee of Management, and
- Federation of Environment and Horticulture for Macedon Ranges.

The two networks are each managed by volunteer committees comprised of representatives from their member groups. Collectively the two networks' member groups have 400 members.

The Landcare Facilitator will also provide support to the Friends of Five Mile Creek (Romsey) and Macedon and Mount Macedon Landcare Group.

## 5. ORGANISATIONAL RELATIONSHIPS

The Landcare Facilitator will provide Landcare Facilitator support services to the Upper Deep Creek Landcare Network and Jacksons Creek EcoNetwork and their member groups, Friends of Five Mile Creek (Romsey), Macedon and Mount Macedon Landcare Group, and rural landholders. The support services to be delivered are aligned with the activities outlined in the UDCLN's approved (by the Department of Environment, Land, Water and Planning) Program Delivery Plan for its Landcare Facilitator, and as outlined under no. 6 - Key Accountabilities, below.

### Reporting:

The day-to-day reporting for the Landcare Facilitator will be to the Manager of the position, who has been appointed by the Upper Deep Creek Landcare Network's committee to manage and oversee the role. The Landcare Facilitator will meet monthly (and more frequently, if required) with the Manager to check on progress, and to plan and report on the delivery of the work priorities.

The Landcare Facilitator will also report quarterly, and on an as needs basis, to the committee of the Upper Deep Creek Landcare Network, who will provide administrative support and overall project management for the position. The Landcare Facilitator will also report to the meetings of Jacksons Creek EcoNetwork.

The Landcare Facilitator will assist the Upper Deep Creek Landcare Network with the required annual reporting to the Department of Environment, Land, Water and Planning (DELWP), for the Victorian Landcare Facilitator Program funding for the position.

### External Liaisons:

The Landcare Facilitator will develop and foster good relationships with the Upper Deep Creek Landcare Network and Jacksons Creek EcoNetwork, and their respective member groups.

The Landcare Facilitator will also liaise with the Upper Deep Creek Landcare Network's Junior Landcare Facilitator to share information and learnings, to explore opportunities for collaboration, and to ensure no duplication of Landcare Facilitator and Junior Landcare Facilitator effort.

The Landcare Facilitator will also seek to engage private rural landowners (who are both Landcare group members and non-members), as well as members of the wider community.

The Landcare Facilitator will also develop and foster effective collaborative relationships with government, agency and other Landcare staff, including:

- Environment Programs staff from Macedon Ranges Shire and Mitchell Shire, and the Land Management staff from the City of Hume,
- Melbourne Water's River Health and Rural Land Program staff,
- Regional Landcare Coordinator from Port Phillip and Westernport Catchment Management Authority (CMA),
- Other VLFP-funded Landcare facilitators in Port Phillip and Western Port region,
- VLFP-funded Landcare facilitators from adjoining Landcare networks, e.g. the Upper Campaspe Landcare Network (North Central CMA region), and the South West Goulburn Landcare Network (Goulburn Broken CMA region),
- Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation.

The key purposes for these external liaisons are to:

- Share learnings and information about events, funding opportunities, and projects,
- Explore opportunities for collaboration to plan and deliver community engagement and/or capacity building activities and on-ground projects,
- Co-ordinate action and minimise duplication of effort,
- Ensure people, financial and other resources are used effectively, strategically and efficiently.

External liaison may also be required with other community groups, corporate and philanthropic organisations, NGOs, technical consultants, and other contractors.

## **6. KEY ACCOUNTABILITIES**

The Key Accountabilities (below) for the Landcare Facilitator are drawn from the activities detailed under the seven Key Work Areas in the Program Delivery Plan for the Upper Deep Creek Landcare Network's Landcare Facilitator position. Implementing the Program Delivery Plan is a key output of the Landcare Facilitator.

The Key Accountabilities outline the main outputs required of the UDCLN's Landcare Facilitator over the term of the contract, and include:

### **Key Work Area 1 - Building Community Capacity**

- 1.1 Support groups/networks with the planning, development, and delivery of community capacity building activities and events, e.g. property management planning courses, natural resource management focussed workshops and field days.
- 1.2 Plan, organise delivery, and help secure funding for training for group/network members, and provide information to groups/networks on relevant training opportunities, e.g. governance training.
- 1.3 Work with the two networks and their member groups to facilitate the development or revision of their promotional and/or publicity materials.
- 1.4 Increase the provision of land management information to groups/networks and rural landowners to improve their knowledge about land management issues and foster the adoption of improved land management and sustainable agricultural practices.
- 1.5 Support the Network's application for Victorian Landcare Facilitator Program funding from July 2021.

### **Key Work Area 2 - Undertaking Community Engagement and Building/Maintaining Partnerships**

- 2.1 Support groups/networks with the planning, development, and delivery of community engagement land management activities and events to:
  - increase rural landowners' participation in the delivery of on-ground projects,
  - increase community involvement in Landcare and Friends of groups activities.
- 2.2 Respond to inquiries seeking Landcare-related information and act as a point of contact for rural landowners, groups/networks, and community members seeking advice about land management issues.
- 2.3 Support the two network's and their member groups to promote their work, achievements and the outcomes of their projects by writing media releases and/or articles on projects.
- 2.4 Undertake regular collaboration with the government/agency staff to share learnings and information and look for opportunities to partner in the delivery of community engagement and capacity building events, and to plan on-ground projects.

### **Key Work Area 3 - Assisting with Planning and Priority Setting Processes**

- 3.1 Assist Landcare groups/networks and Friends of groups with the development or revision of their action or strategic plans.
- 3.2 Facilitate the organisation of courses, field days, planning sessions and sustainable farming discussion groups for rural landowners to improve their knowledge and skills about land

- management issues and foster the adoption of improved land management practices.
- 3.3 Undertake property visits (when requested) to rural landowners' properties to provide advice on land management issues and develop basic property plans to address these issues.
  - 3.4 Ensure the two networks (and their member groups) are aware of and have opportunity to provide input into relevant natural resource management planning processes at local, regional and state levels.

#### **Key Work Area 4 - Supporting the Development of On-ground Natural Resource Management Projects**

- 4.1 Provide advice and information to groups/networks and rural landowners to help them plan, develop and secure funding for on-ground projects, that have a strong strategic alignment.
- 4.2 Support the development of biolink plans by groups/networks, e.g. Mount William Range Biolink.
- 4.3 Engage private rural landowners in biolink plans to increase their participation in on-ground projects, and work to ensure biolink plans have a strong strategic focus and work to secure funding to help implement biolink project plans at the property level.

#### **Key Work Area 5 - Securing Project Grants and Other Funding**

- 5.1 Advise the two networks (and their member groups) of grant and funding opportunities.
- 5.2 Provide advice and support to groups, networks, and rural landowners to assist with the planning and development of grant applications, to secure funding for on-ground projects.
- 5.3 Ensure funding applications are well-planned and integrated with other projects/programs (e.g. by government agencies), and ensure applications have a strong strategic policy alignment.

#### **Key Work Area 6 - Assisting with Monitoring, Evaluation, & Reporting**

- 6.1 As required, assist groups/networks with planning the monitoring, evaluation and reporting of projects.
- 6.2 Collaborate with the Regional Landcare Coordinator (Port Phillip and Westernport CMA) to assist with data collection by groups/networks, including the annual Victorian Landcare Program Group Health Surveys, and provide the Regional Landcare Coordinator with any changes in boundaries of Landcare groups and networks in the local area.
- 6.3 Provide internal reports to the Upper Deep Creek Landcare Network and Jacksons Creek EcoNetwork.

#### **Key Work Area 7 - Extending Support to More Groups, Networks & Landowners**

- 7.1 Support (as required) the formation of new Landcare groups in known gap areas in the Upper Deep Creek Landcare Network's and Jacksons Creek EcoNetwork's areas.
- 7.2 Provide land management advice and information to rural landowners outside existing Landcare group areas, and/or who are currently not members of a Landcare group.
- 7.3 Facilitate the establishment of new collaboration groups that engage public land managers, rural landowners, groups/networks, and the wider community in projects that address land management issues.

### **7. KEY SELECTION CRITERIA**

#### **Landcare Experience and Natural Resource Management Knowledge**

- A sound understanding of Landcare, and practical experience working with Landcare and Friends of groups.
- Good knowledge of natural resource management and land management issues in the Upper Deep Creek Landcare Network's and Jacksons Creek EcoNetwork's areas.
- Demonstrated proficiency in the application of land management principles, theory and practice, including native vegetation identification and establishment, land management rehabilitation techniques, and Ecological Vegetation Classes.

### **Stakeholder Management and Partnerships**

- Demonstrated experience and ability working collaboratively with groups, government/agency staff, farmers, rural landowners, and community members to develop partnerships, plan projects, and deliver community engagement and capacity building events and activities.

### **Communication**

- Excellent interpersonal and oral communication skills.
- Highly developed written communication skills including the ability to write reports, papers and funding applications using clear, concise and grammatically correct language, with a high level of attachment to detail.
- Well-developed facilitation and presentation skills, including the application of group facilitation principles, theory and practice, and experience facilitating collaborative discussions.
- Demonstrated ability to update webpages/websites and to effectively use Facebook and other forms of social media.

### **Community Engagement and Capacity Building**

- Proven skills in the planning and delivery of community engagement and capacity building events and activities for Landcare and Friends of groups/networks, rural landholders, and community members.
- Demonstrated experience providing land management information and advice to Landcare and Friends of groups, rural landowners and the wider community to build their knowledge about land management issues, and that foster the adoption of improved land management and sustainable agriculture practices.

### **Planning**

- Experience developing group or network strategic or action plans.
- Proven experience undertaking property visits to rural landowners' properties to discuss their land management issues and provide advice, and proficiency in developing rural property management plans to help address these issues.
- Demonstrated skills and experience in the planning of and securing funding for on-ground natural resource management projects.

### **Computer & Mapping**

- Excellent computer, office and administration skills, including the use of Word, Excel, PowerPoint, and desktop publishing.
- Proven skills in the use GPS/GIS mapping hardware/software, including developing high-quality maps at rural property scale.

### **Organisational Skills**

- Excellent organisational, prioritisation, and time management skills to efficiently plan, manage and organise workload to achieve set objectives within agreed timelines.
- A high level of self-motivation and a demonstrated ability to self-manage, work independently and unsupervised.

## **8. OTHER SELECTION CRITERIA**

### **Qualifications**

- Appropriate tertiary qualification(s) in natural resource management, agricultural science or similar, are essential.

### **Experience**

- At least three years relevant experience in the areas of the natural environment and/or sustainable agriculture, are desirable.
- Demonstrated practical experience and knowledge of community engagement, capacity building, collaboration and partnership development.

## **Personal Qualities and Skills**

- An engaging, flexible and adaptable person with a positive can-do attitude, who enjoys working with people to care for the natural environment.

## **9. BASIS FOR ENGAGEMENT**

### **Engagement Basis:**

An independent contractor. The successful candidate will be engaged as an independent contractor upon a basis to be negotiated.

### **Hours of Work:**

The successful candidate will be an independent contractor engaged for up to 30 hours per week (to be negotiated) until 30 June 2021. The hours of work can be flexible. However, depending on community engagement activities, there will be a requirement to work on weekends and evenings.

### **Tenure:**

Fixed term contract ending 30 June 2021. Engagement beyond 30 June 2021 is dependent on the Network securing 2021/24 Victorian Landcare Facilitator Program funding and is also subject to performance.

### **Remuneration:**

Remuneration will be negotiated and will be commensurate with the contractor's experience and qualifications, and will also recognise that the contractor must provide their own superannuation, WorkCover, insurance, office equipment, vehicle etc.

### **Requirements of Contractor:**

The contractor engaged to deliver the Landcare Facilitator services will:

- Provide their own office accommodation, office equipment (i.e. personal computer, printer, internet service, email access, mobile telephone) and materials, and reliable vehicle required for the delivery of the Landcare Facilitator services.
- Have the flexibility to work outside normal working hours, as they may be required to attend after hours meetings and do weekend work.
- Have a current Victorian Driver Licence.
- Meet all their normal vehicle expenses including maintenance, registration and insurance.
- Have an Australian Business Number (ABN).
- Maintain contractor status with the Australian Taxation Office for the term of the contract.
- Have responsibility for any liabilities with respect to WorkCover and superannuation.
- Have Public Liability Insurance cover of \$20 million, Professional Indemnity Insurance cover of \$1 million, and Personal Accident – Voluntary Workers Insurance.
- The successful applicant must provide proof by way of Certificates of Currency to demonstrate these insurance covers.
- Have a current Working with Children Check and a pre-employment National Police Check. Copies of these checks must be provided by the successful candidate to the Upper Deep Creek Landcare Network prior to commencement.

### **Workplace Health and Safety:**

The successful candidate will be expected to comply with all relevant statutory requirements and conduct their service to high professional standards, including workplace health and safety.

### **Private Vehicle Use and Travel Expenses:**

The successful candidate will be required to use their own vehicle to attend meetings with groups, meet with landholders, attend events etc.

The Upper Deep Creek Landcare Network will reimburse the Landcare Facilitator for work-related car travel expenses in accordance with the ATO's work related car expenses per kilometre method, i.e. \$0.68 per kilometre. Note: the first 24 kilometres travelled each way from/to home to



deliver the Landcare Facilitator services will not be claimable by the contractor for reimbursement.

**Training:**

The budget for the position includes \$500 to support the Landcare Facilitator's attendance at appropriate professional development and training to enhance their ability to deliver the role.

**10. FURTHER INFORMATION – APPLICATION PROCESS**

Applications for this position close at **11pm on Friday 29 January 2021**.

**How to apply**

Applications must include:

1. Short statements that directly address each of the Key Selection Criteria and Other Selection Criteria in this Position Description. These statements should outline how your current skills, attributes, knowledge and qualifications satisfy each of the criteria.
2. Your current Resume, including the contact details i.e. names, email addresses and phone numbers for three work-related referees,
3. A covering letter.

Note – the successful candidate will also need to meet the Basis for Engagement requirements outlined in this Position Description (see pages 7-8).

**Where to email applications**

All application documentation must be emailed by **11pm on Friday 29 January 2021** to: [upper.deep.creek.landcare@gmail.com](mailto:upper.deep.creek.landcare@gmail.com) with the email subject line 'Landcare Facilitator application - your surname'.

**For more information**

For more information regarding this position please email the Upper Deep Creek Landcare Network via [upper.deep.creek.landcare@gmail.com](mailto:upper.deep.creek.landcare@gmail.com) or phone 5782 0184 (and leave a message).