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**Greater Sydney Landcare Network Inc**

**Position Description**

**ROLE: Volunteer Engagement Officer**

**Location:** Penrith – two days per week

**Work type:**Part-time

**Sector:**Natural Resource Management and Community Sector

**Salary type:**Casual

**Salary:** 2 days per week up to $25k per annum depending on experience

**Application closing date: April 30, 2021**

**About the role**

Working with a tight knit team, we are looking for the ultimate people person who can build rapport with our existing membership / volunteer community and develop relationships with new stakeholders, volunteers and members. The Volunteer Engagement Officer will use their knowledge of Landcare and their social acumen to identify new opportunities, build awareness, and recruit volunteers for tree planting projects across the Greater Sydney region. The VEO will assist with coordination and recruitment of a large active group of volunteers, helping to allocate and register volunteers to each event within Covid guidelines.

Reporting to the Project Manager of Creating Canopies, you will vary your days contacting volunteers, promoting and attending events, liaising with our strategic partners, and sourcing industry feedback to grow our volunteer and membership benefits. Some weekend (Saturday events) will be required. Your main responsibilities will include:

* Assist the Creating Canopies tree planting project with volunteer registration and attendance including attending for registration at some events
* Developing suitable campaigns to engage new stakeholders and volunteers
* Maintaining accurate volunteer and membership records.
* Answering volunteer enquiries.
* Reporting key statistics and highlighting trends.
* Assisting GSLN in providing marketing content – photos and videos where available.

The successful candidate will possess the following skills and attributes:

* Experience within the Landcare / Bushcare environment
* Experience of working in a membership, not-for-profit or sales environment.
* Excellent communication and interpersonal skills
* Use of Client Relationship Management (CRM) system
* High level organisational skills including the ability to prioritise, work to targets and multi-task.
* Ability to work autonomously and within a team based working environment.
* Act with personal and professional integrity.
* Well-developed skills in Microsoft Office programs such as Word, Excel and Outlook.
* Marketing experience will be advantageous including using Social Media platforms.
* The role will require use of a personal vehicle for events and meetings – fuel costs are claimable at the standard ATO value of 72cents per kilometre.

For further information contact Project Manager, Suzie Wright or Chair of Greater Sydney Landcare, Bev Debrincat

Suzie.wright@greatersydneylandcare.org

Chair@greatersydneylandcare.org

Or Phone Suzie on 0409 300 349

Applications will close on Sunday 2 May 2021