



Landcare NSW Position Description:

Administration and Communications Officer

About Landcare NSW

We are the representative body of the Landcare movement in NSW and the voice of community Landcare. Our member Council represents around 60,000 Landcarers and 3000 groups and meets three to four times a year. The organisation is overseen by an eight-member executive and a small team of dedicated staff.

Our structure enables the building of skills, capacity, strength and connections at every level – from individual groups to district networks, to regional associations to the state peak body, right through to the National Landcare Network in Canberra.

Job Title: Administration and Communications Officer

Employment Contract

Pay Rate: \$29/hr (FTE Annual Salary \$56 440). Plus superannuation. Conditions of employment will be consistent with the National Employment Standards.

Superannuation: 9.5% superannuation

Leave Loading: Nil

Standard Hours of Work: This position is 0.6 FTE, equivalent to 22.5hrs per week.

Working hours are flexible, however we expect work to occur between 8:00am and 6:00pm on weekdays. From time to time hours outside of these regular hours may be necessary to accommodate travel or other needs. No overtime rate applies.

Contract Duration: Contract will commence on the day of signing and continue until continue until 30th June 2018.

Location

Negotiable location, opportunity to select between Ballina, Armidale or Glen Innes.

Purpose

As our Administration and Communications Officer you will work closely with the entire Landcare NSW team and Chair, providing support to each of their roles. Enabling the team to continue to provide strong member services, support the volunteer Council and successfully deliver projects. Your role will be crucial to effective internal operations of Landcare NSW.

Principle Responsibilities

Your responsibilities will include;

Membership (incl. member insurance) Administration:

- Data entry and analysis in Salesforce database
- Logging Member enquiries
- Develop FAQ and other information sheets
- Other needs as requested by Member Services Manager (Jennie Coldham) and State Landcare Coordinator (Sonia Williams)

Operations Administration:

- Events support including AGM, Council meetings, Muster, Parliamentary Friends of Landcare event logistics (including accommodation, venue, caterer, flights bookings)
- Minute taking support for Executive subcommittees
- Minute revision for Executive and Council meetings
- Travel and other logistical support for Chair and other Executive and Council members
- Collation of invoices and travel claims
- Collation of information to support project reporting
- Collation of survey monkey results as necessary
- Liaison tasks with Bank, Post and other services as required
- Other needs as requested by Operations Manager (Cassie Price)

Communications Support:

- Daily review of facebook and twitter feeds, source content and schedule posts based on upcoming events and environmental/other significant dates
- Assist with website updates and Gateway
- Assist in development of monthly e-Bulletin and quarterly Advocate newsletter, source content, review other newsletters for relevance
- Assist development of other communications as required including general correspondence, media releases, info graphics, short videos (if skilled), annual report
- Other needs as requested by Communications and Systems Manager (Lucinda Chapman)

Reporting Line - Administration and Communications Officer will report to the Operations Manager.

Selection Criteria

As Administration and Communications Officer you will require:

- Exceptional interpersonal communication skills
- Exceptional time management, self organisation and prioritisation skills
- Experience with Salesforce CRM system
- Experience in social media platforms, including but not limited to Facebook and Twitter
- Highly positive attitude and self motivation
- Above average skills in Microsoft Office software including Outlook, Word, Excel, Powerpoint and Publisher
- Experience with MailChimp and Survey Monkey web-based programs
- Experience in event management logistics
- Ability to work within a dispersed team (not all based in one location)
- Data entry and analysis skills
- Keen attention to detail

We prefer you to also possess:

- Experience with a non-profit, non-government organisation
- Experience in administration of a membership base

- Experience in logistical needs of volunteer Council or Board
- An interest in environmental conservation and/or sustainable agriculture

Special Conditions

1. Will be required to adhere to Landcare NSW policies, processes and procedures.
2. Will be subject to a three month probationary period and annual performance review.

How to Apply

Please provide a covering letter, CV and your response to the selection criteria (no more than ½ page on each criteria to be provided) to administration@landcarensw.org.au, using the subject line: **[Your Name] Position Application**, by the closing date of **Monday 6th March 2017**.

If you have any questions regarding the position or working with Landcare NSW, please phone Operations Manager, Cassie Price on 0402 408 791 or email cprice@landcarensw.org.au.