

## Landcare NSW Incorporated

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## Landcare NSW Position Description: NSW State Landcare Co-ordinator

### Overview and Context

Landcare is a unique community-based approach to managing and restoring Australia's natural environment, improving the sustainability of agricultural activities, and building the resilience of communities. A common thread is the ethos of an enabled community addressing the challenges of ecologically sound and productive use of our natural resource base. Landcare is an Australian icon, and has a proud history of 25 years of making a difference to local and regional communities.

The State Landcare Co-ordinator position is based within Landcare NSW and is a senior leadership role in the Local Landcare Coordinator Initiative funded by the NSW Government.

### Our Organisation

Landcare NSW is a membership-based organisation. Its strategic direction is overseen by a Council of endorsed regional representatives, from which is drawn an Executive Committee. Landcare NSW has a small staff to support its active Committee and Council, and to provide services to the Landcare groups of NSW.

As a state peak body, Landcare NSW is the voice of grassroots Landcare, providing solutions and thought leadership to enable resourcing of, and support for, Landcare at the local, district and regional level.

Landcare NSW works to support the effectiveness of around 3,000 groups and 60,000 volunteers by:

- Providing services to groups and networks to increase their capacity to achieve their objectives, through advice, information, identification and development of resources, new opportunities and partnerships.
- Influencing government, industry and philanthropic partners for the benefit of Landcare and regional communities generally.
- Supporting a wide range of external stakeholders to understand how they can engage with, invest in, and access in an ongoing way the opportunities offered by the groups and networks.

For more information about Landcare NSW please [click here](#) to visit our website.

## **The Position & Outcomes**

The State Landcare Coordinator position was established within Landcare NSW under the Local Landcare Coordinator Initiative, a NSW State Government funded support program for Landcare in NSW, run in partnership with Local Land Services.

The program has been running for just over two years and is guided by a Program Plan and an Implementation Plan <http://www.landcare.nsw.gov.au/local-landcare-coordinator-initiative>.

The State Landcare Coordinator, has a focus on supporting the network of Local Coordinators and their host organisations, delivering upon the Community of Practice outcomes identified in the Program plan, and providing oversight and support to Landcare NSW staff working within the Local Landcare Coordinator Initiative (Member Services Officer and Gateway / Communications Officer).

The State Landcare Co-ordinator position is a senior leadership role in Landcare NSW. You will work with a highly skilled Executive Committee, an enthusiastic Council who are directly connected to the grassroots volunteers, and a small but dedicated team of staff to build the effectiveness of Landcare across NSW.

This position reports to the Landcare NSW and Local Land Services Joint Management Committee and will work in close collaboration with the Landcare Program Manager Local Land Services, the State Landcare Facilitator and other Landcare NSW staff to deliver the outcomes of the Local Landcare Coordinator Initiative.

To be successful within this role you will need to build and maintain strong relationships with the Landcare community and Local Land Services. You will be able to manage a small team, communicate effectively and work collaboratively to meet program goals on time and on budget, to deliver mutually beneficial outcomes.

Working with Local Land Services, you will support the network of Local Landcare Co-ordinators and their Landcare host organisations across NSW. You will oversee the implementation of the Landcare Community of Practice which builds community capacity and ensures effective approaches are adopted state-wide. You will at times need to deal with complex and potentially controversial matters while ensuring that all environmental, social and economic concerns are considered as well as taking into account external stakeholder viewpoints during negotiations and deliberations.

An ability and willingness to undertake extensive travel within NSW and occasionally interstate is required.

## Position Details

<b>Position Title:</b>	<b>NSW State Landcare Co-ordinator</b>
<b>Employment Status</b>	Full Time Contract (1 FTE)
<b>Reports to:</b>	Landcare NSW Executive and NSW Landcare Program Joint Management Committee
<b>Tenure:</b>	Until 30 <sup>th</sup> June 2019.
<b>Location:</b>	<p>Negotiable within NSW. The position will involve significant travel commitments within NSW and occasionally interstate.</p> <p>The State Landcare Co-ordinator will need to work with Landcare NSW source access to office space and facilities at a reasonable cost. There is opportunity to work from home. Cost of providing home office will be negotiated with the successful applicant.</p>
<b>Remuneration:</b>	Salary to \$115,000 per annum dependent upon skills and experience, plus 9.5% employer's contribution to superannuation.
<b>Leave loading:</b>	Nil
<b>Other:</b>	<p>This position is 1 FTE, equivalent to 37.5hrs per week. Working hours are flexible, however we expect work to occur between 8:00am and 6:00pm on weekdays. The position will require some work outside of normal office hours and occasional weekend work. Time in lieu is provided.</p>
<b>Special Conditions</b>	<p>The successful applicant will;</p> <ol style="list-style-type: none"><li>1. be required to adhere to Landcare NSW policies, processes and procedures,</li><li>2. and will be subject to a three month probationary period and annual performance review.</li><li>3. Hold a valid driver's licence</li><li>4. Have a legal entitlement to work within Australia for the duration of the role</li></ol>

## Statement of Duties

The State Landcare Coordinator will;

- Work with Local Land Services NSW Landcare Program Manager, the NSW State Landcare Facilitator, the Landcare NSW Trust Project Manager and Member Services staff to deliver against the Local Landcare Coordinator Initiative Program Implementation Plan. Specific Items include, but are not limited to:

### Program Implementation, Support and Coordination of Local Landcare Coordinator Network

- Support the host organisations and coordinators through the delivery phase of the Local Landcare Coordinator Initiative
- Support the Landcare Program Manager in the development and ongoing management of host organisation agreements in partnership with the NSW Landcare Program Manager
- Provide technical support to Local Landcare Coordinators and host organisations to develop and complete annual plans, annual report cards and case studies
- Review and endorse reporting as it is submitted, providing critical feedback where appropriate
- Collate and interpret data sets and information collected
- Support the evaluation activities of the Local Landcare Coordinator initiative
- Provide reports to Local Land Services - Landcare Joint Management Committee and the Executive of Landcare NSW
- Provide support to the NSW Landcare Program Manager in coordinating the state awards and conference
- Provide support to the biennial Landcare NSW Muster held in conjunction with state conference.

### Development and Fostering of the Community of Practice:

- Undertake actions that strengthen Landcare and volunteer environment group network operations
    - Develop training, and provide information and support to Local Landcare Coordinators and their host organisations
    - Support the development of Regional Communities of Practice under the Local Landcare Coordinator Initiative
  - Link and support Landcare groups across NSW - help Landcare “Tell its Story”
  - Facilitate and support Landcare Groups capacity to communicate and develop communication products
  - Lead the development, improvement and utilisation of the NSW Landcare Gateway as a key central point of knowledge and sharing for Landcare
  - Manage Landcare NSW state support staff positions associated with the Community of Practice roles
  - Seek opportunities to value add to the Community of Practice
- Maintain project budgets and accurate project records; undertake or organise the required monitoring and evaluation activities to prepare project reports for funding bodies and LNSW
  - Develop collaborative relationships with a range of organisations and community Landcare to enable effective project delivery
  - Produce appropriate communications, including media articles, newsletters and social media
  - Support the Chair, Executive Committee and Council of Landcare NSW as required.

## **Key skills and attributes**

- Experience and understanding of working with membership based organisations, preferably in the community based NRM sphere
- Knowledge and understanding of Landcare – its structures, activities, support arrangements, opportunities and impediments
- Extensive experience in;
  - Project and program development, management and reporting
  - Monitoring and evaluation, including data analysis and management
  - Managing a small team, and developing a team approach to delivery
  - Budgeting and financial management
  - Developing and managing community group training and networking activities
- High degree of interpersonal skills and ability to build effective partnerships
- Communication skills, in particular within a remote team, a large volunteer Council and with volunteer community groups
- Problem solving and conflict resolution abilities
- Understanding of working with government.
- A productive innovative and positive approach. Capacity to look outside the box for solutions

## **Selection Criteria**

**Please address each of the following criteria as a separate paragraph.**

1. Extensive professional experience operating in community-based organisations; and relevant tertiary qualifications.
2. A solid understanding of Landcare, and the landcare ethic.
3. An understanding of the policies, funding arrangements, structures and arrangements in which Landcare operates in NSW.
4. Well-developed networks in community-based NRM and government.
5. An understanding of the attributes of community groups and the enabling and constraining factors that influence their performance.
6. Demonstrated senior level strategic and operational leadership experience including program delivery, evaluation and reporting, financial management.
7. Demonstrated ability in the collation and interpretation of data sets.
8. High-level interpersonal skills with the ability to deal effectively with senior leaders in community and government.
9. Ability to produce high standard of written and visual communications. Excellent computer skills, particularly Microsoft Office applications, including Publisher & Powerpoint.

