

Landcare NSW Incorporated

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www.landcarensw.org.au



Landcare NSW Business Manager

- **Exciting opportunity for a suitably experienced and qualified person to join Landcare NSW as the Business Manager working with a longstanding and successful grassroots community and environmental movement.**
- **Sydney based position – location inner south**
- **0.8 to 1.0 EFT (flexible hours negotiable) Temporary up to 30 Dec 2018, with the possibility of extension with further funding**
- **Salary \$40 - \$47 per hour, plus employer's contribution to superannuation**

Organisational Overview

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 nearly 30 years of making a difference to local and regional communities.

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, LNSW 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.

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

The Position and Outcomes

Working under and reporting to the CEO you will support the function of the Council and Executive of Landcare NSW, and will be responsible for ensuring that Landcare NSW meets its internal operational and governance requirements.

You will also work with a small team of dedicated staff to deliver events and activities that assist the Council of Landcare NSW meet its strategic objectives.

To undertake this role, you must possess the following skills and attributes:

- Qualifications/experience in Business and or Office Management, including HR, payroll, accounts management, preparation of financial statements and budgets

- Experience in organisational policy and procedure development and implementation
- Records management - Experience using Salesforce or other CRM databases is highly desirable
- Project and program development, management reporting and evaluation
- Experience in running and supporting events and activities
- Ability to collate and analyse data and use to develop and inform reports and communications
- Self-starter, committed to achieving outcomes, and problem solving abilities
- High degree of interpersonal skills and ability to build effective partnerships
- Flexible team player committed to the goals and values of Landcare
- Ability to produce high standard of written and visual communications. Excellent computer skills, particularly standard Microsoft Office applications. Skills in Publisher and Powerpoint are desirable

Position Details

Position Title:	Landcare NSW Business Manager
Employment Status	0.8 to 1.0 EFT (negotiable)
Reports to:	Landcare NSW CEO
Tenure:	Until 30 Dec 2018, with possibility of extension with further funding
Location:	Sydney, new office being established in inner Southern area, eg Rosebery, St Peters, Mascot area.
Remuneration:	\$40-\$47 per hour dependent upon skills and experience, plus employer's contribution to superannuation
Other:	The position will require some work outside of normal office hours with time in lieu provided.

Statement of Duties

- Responsible for completing and maintaining LNSW governance requirements; implement all statutory reporting requirements, develop, maintain and communicate LNSW organisational policies and procedures, Work Health and Safety requirements.
- Human resource management for the small LNSW team: coordinating team meetings, running recruitment and contracting processes, coordinating performance reviews, maintaining HR records
- Financial management for Landcare NSW, including, overseeing book keeping, banking, completing requirements such BAS preparation and lodgement, Payroll, including superannuation payments, PAYG, Leave calculation and payment. Work with the CEO and Treasurer to compile budgets and financial reporting to the LNSW Executive Committee
- 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
- Provide coordination and support the function of the Chair, CEO and Executive Committee of Landcare NSW; develop meeting agendas, provide business papers and financial reports; oversee minutes. Work with other LNSW staff to provide support to the LNSW Council.

- Contribute to communications, including media articles, newsletters and web based social media communication activities.
- Work with other LNSW staff and Council members to compile submissions, expressions of interest and tenders. Oversee and assist with grant seeking to complement existing programs and support LNSW as appropriate, and be responsible for grant acquittals.
- Oversee management of office and equipment including IT systems.

Applying for the Position

Applicants will need to provide the following:

- Brief covering letter, outlining why you seek this position (1 page maximum)
- Your current CV/resume (4 pages maximum).
- Contact details for two referees, which should include a current or recent employer or supervisor.
- Your claims against each of the following selection criteria (4 pages maximum)
 1. Extensive professional experience in undertaking HR for small to medium sized business and/or a not for profit organisation.
 2. Knowledge and hands on experience in oversight of financial systems and production of financial reports for small to medium sized business and/or a not for profit organisation.
 3. Experience with developing and implementing operational procedures and policies, including undertaking administrative tasks. Outline any experience using CRM or other management systems or tools.
 4. Experience in organizing, managing and evaluating events, activities and meetings.
 5. Experience in collating and managing data from multiple sources to produce reports and communications.
 6. Ability to produce high standard of written and visual communications. Excellent computer skills, particularly standard Microsoft Office applications, including Publisher & Powerpoint.
 7. Relevant tertiary qualifications, possession of current driver's licence.

Applications must be lodged by email to: administration@landcarensw.org.au

Applications must be submitted by **midnight Monday 19 February 2018**

Interviews for Shortlisted Applicants will be held in Sydney or via Skype in the week commencing 26 February 2018

Contact: Sonia Williams, Landcare NSW

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