



Executive Support Officer, Landcare NSW

- **Exciting opportunity for a suitably experienced and qualified person to join Landcare NSW as the Executive Support Officer working with a longstanding and successful grassroots community and environmental movement.**
- **Rewarding role in a dynamic organisation with a supportive team**
- **Sydney based position – location inner south**
- **0.5 (flexible hours negotiable) temporary up to 30 June 2019, with the possibility of extension with further funding**
- **Salary \$32-\$35 per hour dependent upon skills and experience, 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

Reporting to the Business Manager you will provide executive support and office administration services to the Chair, CEO, Executive Committee and senior staff to assist them in delivering internal operational and governance requirements. You will work with a small and dedicated team 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:

- Extensive experience in a similar role
- Exceptional administrative and executive support skills
- Organised, able to juggle competing priorities and meet deadlines

- Well-developed interpersonal skills
- Self-starter, committed to achieving outcomes, and problem solving abilities
- Flexible team player committed to the goals and values of Landcare
- Ability to produce high standard of written and visual communications
- Outstanding computer skills in all Microsoft Office applications, Powerpoint and Excel. Skills in Salesforce or other CRM database and Publisher desirable.

Position Details

Position Title:	Landcare NSW Executive Support Officer
Employment Status	0.5 EFT (18.75hrs per week)
Reports to:	Landcare NSW Business Manager
Tenure:	Until 30 June 2019 with possibility of extension with further funding
Location:	Sydney, new office being established in inner Southern area, eg Rosebery, St Peters, Mascot area.
Remuneration:	\$32-35 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

- Be the point of contact, analyse and assess requests in order to prioritise, implement action to facilitate optimal use of Chair/CEO/Executive/senior staff time
- Manage Chair and CEO's diary appointments and travel arrangements
- Schedule and facilitate meetings to support Chair and CEO's effective operation and management of responsibilities
- Assist Business Manager to carry out operational and governance responsibilities
- Prepare, coordinate and review communication eg correspondence, emails and briefing notes to respond to requests, issues and inquiries
- Assist Chair and CEO to liaise with Executive Committee, senior staff, Councillors and external stakeholders
- Assist with travel and other arrangements that support the running of the quarterly Landcare NSW Council meetings
- Undertake research and provide advice to support informed decision making and planning
- Monitor, implement and evaluate administrative practices, systems and procedures to optimise efficiency and support delivery of quality outcomes
- Assist team during major events

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 undertaking similar roles for small to medium sized business and/or a not for profit organisation.
 2. Experience in managing diaries and organising and maintaining travel records for key executive positions
 3. Experience with collating and distributing meeting papers, taking minutes, handling correspondence and similar
 4. Experience in undertaking logistical arrangements for meetings and events
 5. Experience in using Salesforce or other CRM platforms
 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 Leigh McLaughlin, Landcare NSW

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