

Landcare NSW Incorporated

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www.landcarensw.org.au



Project Manager

Duration: Fixed Term Contract 12 months to 30 June 2022.

Salary: \$75,000 - \$85,000 p.a. plus super (negotiable)

Location: Sydney (negotiable), NSW

Contract Type: full time (part-time negotiable), extension subject to funding and performance review

Contact: John McLoughlin, Operations Manager

Overview

This is your opportunity to join Landcare NSW, the state peak body and voice of community Landcare in NSW. In this exciting new role, you will support the team to deliver quality projects and build on our stakeholder relationships as we continue to grow.

The role is a unique opportunity for you to work across multiple projects and engage with diverse stakeholders in the community, corporate and government sectors. As a project manager you should have:

- Proven working experience in managing projects, including task, resources and project budget management
- Experience or knowledge of restoration ecology and/or forestry
- Experience working within an NRM, Landcare or similar organisation
- Knowledge & experience of at least one recognised Project Management methodology
- Strong working knowledge of Microsoft Office, MS Project or similar project management software, SharePoint and Salesforce CRM
- Excellent external and internal communication skills

Landcare NSW's vision is to provide the necessary leadership, skills and resources to empower Landcarers in NSW with all they need to care for our land, environment and communities. Landcare NSW has a small team of passionate and dedicated staff who are located across the state of New South Wales. Landcare NSW supports over 80 Local and Regional Landcare Coordinators based in regional, rural and urban communities who work directly with Landcare groups across the state.

The Project Manager will report to the Landcare NSW Chief Executive Officer and work closely with our communications team and project partners. The role is a key contributor to existing and future projects through NSW. The Landcare NSW office is located in Mascot, close to the CBD and easily accessible by public transport. More than 50% of staff are based outside of Sydney. This position will

initially be focusing on Sydney based projects; however, some inter-state travel may be required. Flexible working options are available with negotiation.

How to apply

Please see the job description on our website for further details. Questions and applications should be sent to hr@landcarensw.org.au with the subject heading PROJECT MANAGER. Applications should include a cover letter of no more than 2 pages addressing your experience and fit for the role, and a CV of no more than 4 pages.

Position Description

Landcare NSW

Landcare NSW is the state peak body and voice of community Landcare in NSW. It acts as the conduit between local Landcare communities and key decision makers, working to ensure that local Landcare communities are supported at every level by providing leadership, skills, resources, and representation.

Landcare in NSW is a highly effective, impactful and influential 'go-to-vehicle' for the management of our land, environment and communities in rural and urban areas. Landcare NSW's vision is to provide the necessary leadership, skills and resources to empower Landcarers in NSW with all they need to care for our land, environment and communities. Landcare NSW has a small team of passionate and dedicated staff who are located across the state of New South Wales. Landcare NSW supports over 80 Local and Regional Landcare Coordinators based in regional, rural and urban communities who work directly with Landcare groups across the state.

The activities Landcare groups undertake are varied and range from tree planting, protecting remnant vegetation, bushland restoration, weeding, re-vegetation of waterways, installation of paddock trees, coordinated pest control, and sustainable agriculture focusing on environmental and economical outcomes. As the voice of Landcare, Landcare NSW is responsible for bringing together and representing this diverse range of activities, issues and views.

Role Summary

Landcare NSW is looking to appoint an experienced Project Manager to join our team in Sydney. This is an excellent opportunity to join a growing non-government peak body which supports community volunteer Landcare groups across NSW. Diverse project management experience is sought, however people with experience in Environmental Restoration and/or Forestry would be highly regarded.

As project manager you should have experience in management, reporting, budgeting, and analysis. You will have experience in complex stakeholder management including working with community volunteer groups. Your responsibilities will include managing a range of NRM projects, supporting project teams to deliver on time and within an agreed budget. You will be required to plan projects and work with a team to undertake tasks. You will support our members and stakeholders through the preparation of project communications, proposals, reports and stakeholders.

The Project Manager will report to the Landcare NSW Chief Executive Officer and work closely with our communications team and project partners. The role is a key contributor to existing and future projects through NSW. The position will require travel within the Greater Sydney region and some travel with NSW. The position must be willing to undertake fieldwork and attend key events out of business hours.

The Landcare NSW office is located in Mascot, close to the CBD and easily accessible by public transport. More than 50% of staff are based outside of Sydney, however this position will initially be focusing on Sydney based projects. Flexible working options are available with negotiation.

Performance indicators

- 1 Planning and Scoping: Ensure that all planning and scoping sessions are organised in a timely manner and within the set budget.
- 2 Project delivery: Ensure all projects are delivered on time with minimal delays. Following the deadline closely.
- 3 Meeting specifications: Ensure that all standards are met according to the agreed parameters set. All tasks should be undertaken effectively and efficiently.
- 4 Client management: Ensure that all clients are regularly updated on the current project meeting their needs at different priority levels.
- 5 Documentation & CRM: Ensure that all documents are recorded efficiently for future reference purpose. Ensure all CRM updates are made on timely. Ensure that all reports are published for presentation and all analysis are made effectively.
- 6 Team management: Ensure that you manage your team of project workers and set them to a high standard of performance. You will be in charge of training and advising your team members on project related issues. Ensure that you delegate project work effectively so that all members contribution can be recognised.

Key Responsibilities

- Manage multiple projects concurrently, including the management of project resources, milestones and budget.
- Provide accurate, timely and detailed project updates to the Landcare NSW CEO.
- Work closely with the project Business Partners, Program Team and the Landcare NSW
- CEO, LNSW Operations Manager, Communications Officer and/or Marketing Coordinator to plan and manage joint media and communications
- Build a strong working relationship with the key stakeholders across the state
- Identify and manage project risks both internal and external to Landcare NSW
- Ensure projects deliverables are managed to the agreed upon milestones
- Ensure projects are delivered within budget expectations
- Ensure compliance with stakeholder reporting requirements
- Consolidate and communicate project outcomes to Business Partners/Stakeholders

Previous experience

- Proven working experience in managing projects, including task, resources and project budget management
- Experience or knowledge of restoration ecology and/or forestry

- Experience working within an NRM, Landcare or similar organisation
- Knowledge & experience of at least one recognised Project Management methodology
- Strong working knowledge of Microsoft Office, MS Project or similar project management software, SharePoint and Salesforce CRM
- Excellent external and internal communication skills

Education

- Relevant Tertiary qualifications and/or relevant applied industry experience
- Qualifications, working knowledge & experience of at least one recognised Project Management methodology