Local Landcare Coordinator - Role Description

Role Title: Local Landcare Coordinator

Employer: <insert host organisation name>

Location: <insert location or location negotiable across … region>

Role Classification: Temporary Part Time to 30 June 2023.
Subject to funding availability and performance.

Remuneration: <insert salary or hourly range + inc benefits e.g. employer superannuation>

Hours per week: <insert required hours per week>

**Organisation Profile:**

**<**insert a summary of the host organisation. Keep it short and focused. It can help to provide links to websites or case studies on Gateway>

**Purpose and Objectives of the Local Landcare Coordinator:**

The core role of the Local Coordinator is that of a coordinator and enabler of Community Landcare and Landcare organisations.

The Local Coordinator is charged with empowering Landcare to achieve their own goals in alignment with those of the Program. The Local Coordinator will assist their Landcare networks and groups to directly interact with Landcare and agencies at the local district and network scale. They will focus on supporting Landcare organisations to enable participation in Landcare by individuals and sub groups. Their outcomes will be measured directly against key accountabilities.

Local Coordinators will work with their specific host organisations and the other Landcare groups/organisations across their regions to increase the capacity of these groups to deliver against the outcomes of the Program.

Local Coordinators will be expected to collaborate with a range of Landcare support mechanisms including other Local Coordinators, Regional Coordinators, Landcare Committees and Local Land Services. The Local Coordinator is not a Project Officer, solely responsible for the delivery of other grant funded projects, however should be a resource for Landcare to effectively partner, attract project funding and to empower successful delivery.

**Key Accountabilities of the Local Landcare Coordinator:**

* Support volunteer engagement and coordinate participation in natural resource management activities that address critical agricultural sustainability and environmental issues
* Support increased community engagement in Landcare
* Support increased governance and organisational process in Landcare organisations in their region
* Providing support to groups, networks and landholders
* Undertake planning, develop partnerships and secure resourcing through project grants and other sources
* Support improvements in stability and long term viability of Landcare in their region
* Work with Regional Coordinators to support the development and implementation of a Regional Priority Plan
* Embrace fee-for-service opportunities where appropriate
* Facilitate linkages between Landcare activities/projects and Local Land Services and Landcare NSW strategic objectives
* Participation in and delivery of regional and state Community-of-Practice
* Monitor, evaluate and report on program outcomes.

**Key Challenges for the Local Landcare Coordinator:**

* Role is not specifically for the purpose of management of other funding programs, grants or projects
* Management of expectations of local Host Committee and those of other Landcare Communities within the Local Coordinator’s region
* Management of time and on ground funding constraints
* Management of part time role
* Management of priorities between delivery of on ground outcomes and service to Landcare community and program requirements such as reporting and attendance at Community-of-Practice events.

**Key Relationships of the Local Landcare Coordinator:**

* Host Organisation committee
* Other Landcare Coordinators in the region and across NSW
* Regional Landcare Coordinator
* Other Landcare staff and other Landcare Community members
* Local Land Services staff and Landcare NSW staff
* The NSW Landcare Program Management Team
* Other potential partner stakeholders.

**Focus Capabilities:**

Local Landcare Coordinators are expected to demonstrate and practice capabilities in line with those identified below.

Commitment to Community Service (Intermediate Level): Local Coordinator should support a culture within their area of influence that is based on quality service to their community and the stakeholders of their organisation. They should be able to identify with and respond quickly to community needs, developing solutions to meet those needs.

Capacity to Work Collaboratively (Intermediate Level): Local Coordinators should be able to work well and support a co-operative team environment. They should be able to share information and learning across teams, recognising and acknowledging that best outcomes are often achieved by effective collaboration. They should be able to engage other members of community and their organisation to share information and solve issues and problems jointly, while support others in challenging situations.

Deliver Results (Intermediate Level): Local Coordinators must have a proven capacity to complete work tasks to agreed budgets, time-frames and standards. Take the initiative to progress and deliver own and team/unit work. Contribute to allocation of responsibilities and resources to ensure achievement of community goals. And know to seek and apply specialist advice when required.

Demonstrated Accountability (Intermediate Level): Local Coordinators must be able to take responsibility and be accountable for their own actions. Understand, identify and follow safe work practices, and be vigilant about themselves and others. Be alert to risks that might impact the completion of an activity and escalate these when identified. They must use financial and other resources responsibly.

Skills in Project Management (Intermediate Level): Local Coordinators must have skills to plan and deliver tasks in line with agreed schedules. Check progress against schedules and seek help to overcome barriers. They should be able to participate in planning and provide feedback about improvements to schedules.

Capacity to Act with Integrity (Intermediate Level): Local Coordinators should have the demonstrated capacity to always represent the Program and their Host organisation in an honest, ethical and professional way. They should support a culture of integrity and professionalism, with the proven capacity to understand and follow: rules, policies, guidelines and codes of conduct. They should also be able to help others to understand their obligations to comply with the above. They must be able to recognise, report and manage apparent conflicts of interest.

**Additional Information:**

<Insert Host Organisation name> is an equal opportunity employer, with employment under the organisation’s standard employment agreement or as negotiated.

Local Landcare Coordinators must have a valid Driver’s Licence.

Attendance at meetings outside of normal work hours may be required. Travel around the region and infrequent travel and overnight stays intra state will be required.

<You may be required to use your own vehicle for work purposes, and provide us with copies of comprehensive or at least Third Party Property insurance for your vehicle. Vehicle use will be reimbursed on a per kilometre basis.> *\*\*NOTE: these conditions should be adjusted to be relevant to each host. However Hosts must consider providing adequate support for Coordinators to perform their duties.*

For further information about the position, please contact <insert host organisation contact details>.

**To Apply:**

In making an application for this role please provide the following:

* A brief cover letter, addressing your capacity to meet the focus capabilities / selection criteria and outlining why you seek this role. (two pages maximum)
* A current curriculum vitae / resume (four pages maximum)
* Contact details for two professional referees, which should include a current or recent supervisor.

Applications should be emailed to <email address>

Closing date for applications <closing date>

We welcome any questions, please feel free to reach out to <contact name> <contact number> <contact email>

**Selection Criteria**: *\*\*NOTE: may be used in addition to or instead of requesting candidates to specifically address the focus capabilities*

Please address each of the following criteria as a short separate paragraph:

* Sound understanding of natural resource management issues in the region and empathy with the local community.
* Demonstrated well-developed written and oral communication skills, including competence in the use of Word, Excel, email and the Internet.
* Demonstrated ability to work with and develop community groups, including group facilitation, action planning and mediation skills.
* Proven expertise in project planning, management, record keeping and report writing.
* Demonstrated ability to work with minimum supervision, use initiative and work as part of a team or network.
* Proven ability to build partnerships with government agencies, non-government agencies, community groups and landholders, including schools and indigenous groups.
* Experience in Natural Resource Management, Environmental Science, Sustainable Agriculture or similar.
* Ability and willingness to work outside office hours to contact landholders and attend community group meetings.
* Current drivers licence.

*\*\*This template is provided as a guide. It may be adapted to suit your organisation, however please ensure that the position roles and objectives are compatible with the NSW Landcare Program, and that employment terms and conditions meet the National Employment Standards from Fair Work Australia. Host organisations are advised to refer to Employment Toolkit available at* [*http://www.landcarensw.org.au/resources.php?tid=10*](http://www.landcarensw.org.au/resources.php?tid=10)

*Note: The NSW Landcare Program does not specify any level of remuneration, but provides the attached information in the NSW Landcare Program - Implementation Approach to Local and Regional Coordinators to assist host organisations in determining an appropriate pay scale for their own situation.*

*Note: Delete* ***Blue*** *Text prior to use\*\**