



CENTRAL TABLELANDS LANDCARE CO-ORDINATOR – PROGRAM MANAGER

Position title:	Central Tablelands Landcare Co-ordinator – Programs Manager
Employer:	Central Tablelands Landcare Inc.
Location:	Orange, NSW
Classification/Tenure:	Casual part time. Minimum 0.5 EFT for 12 months
Remuneration:	\$50/hr plus superannuation
Organisational Profile:	<p><i>“Our mission is to promote and develop better natural resource management, sustainable agriculture and resilient connected communities across the Central Tablelands Landcare district”</i></p> <p>Central Tablelands Landcare has been supporting local Landcare groups and individuals in the Orange-Bathurst area for over 25 years. We are a trusted organisation and key player in the field of environmental management and sustainable agriculture in our region.</p> <p>Our projects cover a diverse range of issues, including (but not limited to) revegetation, habitat enhancement, soil health, grazing management, dung beetle monitoring, erosion workshops, native bee hotel building days, eucalyptus identification workshops, governance training, community garden days, permaculture workshops to name a few. We also now boast our very own Landcare Community Nursery, housed at the Agricultural Research Station, Bathurst.</p> <p>For more information about past and present projects, please visit our website on the Landcare NSW Gateway site - https://landcare.nsw.gov.au/groups/central-tablelands-landcare-management-committee/</p>
Specific duties:	<p>The Landcare Co-ordinator – Programs Manager will need to perform the following tasks:</p> <ul style="list-style-type: none"> • Human resource management including payroll, workplans, and coordinating with other staff • Source external funding (eg grant applications) to improve long term financial stability of Central Tablelands Landcare • Project budgeting, monitoring and reporting • Link to programs of Local Land Services and other Government Agencies and organisations to develop on-ground natural resource management projects in line with regional and state strategies • Foster and develop partnerships with funding bodies, government agencies, peak industry groups, universities and others, including other Landcare Networks and non-government organisations

	<ul style="list-style-type: none"> • Work with community groups to identify members and general community needs and priorities • Work with other staff members to assist in the implementation of natural resource management and sustainable agriculture projects • Participate in the State wide Co-ordinators Network and Regional Community of Practice • Work with and report to the Central Tablelands Landcare voluntary management committee • Maintain Central Tablelands Landcare's presence on social media via Facebook, Instagram, NSW Landcare Website page • Organise and/or attend meetings and/or events within or outside of regular work hours • Use own vehicle for work purposes on the understanding that work related vehicle use is reimbursed on a per kilometre basis • Other duties as required
Competencies:	<p>The preferred applicant will possess the following personal competencies:</p> <ul style="list-style-type: none"> • Be proactive and have excellent networking and people skills • Excellent communication, coordination, administration and computing skills (including accounting software and social media) • Have a strong interest in and commitment to local environmental, sustainable agriculture and community development issues • Ability to be flexible, and manage your time and workload effectively
Selection Criteria:	<p>Please address each of the criteria in short separate paragraphs:</p> <ul style="list-style-type: none"> • Experience in natural resource management, environmental science and/or sustainable agriculture • Understanding of natural resource management issues in the region and empathy with the local community • Well-developed written and oral communication skills, including competence in the use of Word, Excel, the internet, Facebook, Instagram and accounting software (preferably Xero) • Ability to work with and develop community groups, including group facilitation, action planning and mediation skills • Expertise in project planning, management, record keeping and report writing • Ability to work with minimum supervision, use initiative and work as part of a team or network • Ability to build partnerships with government agencies, non-government agencies, community groups and landholders, including schools and indigenous groups • Current drivers license
To apply:	<p>To apply, please provide the following:</p> <ol style="list-style-type: none"> 1. An application outlining why you seek the position and what you bring to the job. Please address each selection criteria (max 3 pages) 2. Your current CV (resume) 3. Contact details for two referees
Closing date:	<p>Applications to be emailed to centraltablelandslandcare@gmail.com marked LANDCARE CO-ORDINATOR POSITION by 5:00pm Friday 23rd November, 2018</p>
Further information:	<p>Email centraltablelandslandcare@gmail.com or phone Cameron 0428 668 009</p>