

## Tamworth and Surrounds Local Landcare Coordinator

<b>Employer</b>	<b>Tamworth Regional Landcare Association</b>
<b>Location</b>	<b>Tamworth and surrounds</b> – working from home office with travel required.
<b>Classification/Tenure</b>	Full-time position working a minimum of 35 hours per week, contracted.
<b>Remuneration</b>	Commensurate with experience, starting at \$83,187 package (incl. Super) per annum. A&C Grade 4 - Top of Band (Yr 4).
<b>Organisation Profile</b>	<p>The Tamworth Regional Landcare Association (TRLA) is the peak Landcare association in our region, and includes the Peel River and adjacent catchment areas. We work to support local Landcare groups with on-the-ground works for biodiversity restoration and conservation as well as promoting education, communication, and sustainability.</p> <p>Our Members, groups, volunteers and staff are our most important resource.</p>
<b>Position/Role Objectives</b>	<p><b>Tamworth and Surrounds – Local Landcare Coordinator.</b></p> <p>The Local Landcare Coordinator is responsible for providing support to and assisting with coordination of local community volunteer Landcare groups. The Local Landcare Coordinator will work with Tamworth Regional Landcare Association and the Landcare groups and organisations of their area to support and empower them to achieve their own goals, to participate in Landcare, to partner with Local Land Services and other Government agencies and community organisations to deliver on the target outcomes of the LP3 - NSW Landcare Program.</p> <p>Supported by, and working directly with, Tamworth Regional Landcare Association, the Local Landcare Coordinator will directly interact with Landcare and agencies at the local district and network scale. They will focus on empowering participation in Landcare by individuals and groups, to increase the capacity of these groups, to deliver against the target outcomes of the LP3 - NSW Landcare Program.</p> <p>The Local Landcare Coordinator will be expected to collaborate with a range of Landcare support mechanisms including other Local Coordinators, Regional Coordinators, Regional Administration Support Officers, Landcare Committees, Local Government and Local Land Services.</p>

**Key Deliverables of a Local Landcare Coordinator:**

**Local Landcare group and network support and advocacy**

- community Liaison – act as a central contact point for the relevant host organisation and other Landcare groups it supports to supply information to the public or members.
- stimulate local community engagement and participation in Landcare.
- provide support to groups, networks, Landcarers and landholders to participate in natural resource management activities that address critical agricultural sustainability and environmental issues.
- undertake and support planning for groups and projects.
- rostering and coordination of volunteers and members groups.

**Host organisation support and capacity building**

- provide administration support to the Host organisation, as required.
- regular communication with members and volunteers which may include creation of newsletters and social media content.
- managing database of information from Landcare to utilise in projects.
- communicating information on projects and group work to other members of the team/group
- represent local group needs through participation in Regional and State Community of Practice
- assisting in Grant Submissions – Grant Fundraising
- Attendance and engagement with Landcare NSW initiatives including state muster, case studies and CAT reporting.

**Reporting**

- monitor, evaluate and report on activities and outcomes.
- facilitate linkages between Landcare activities/projects, Local Land Services and Landcare NSW through completion of case studies etc.
- work with Host and local groups to develop and implement a Local Priority Action Plan
- work with the Regional Coordinator to develop and support the implementation of Regional Priority Plan.

**Reporting/Supervision arrangements**

Position reports to the TRLA President and is supported by the TRLA executive.

**Links to existing programs**

The successful applicant will be working in a broader Landcare network, with support available. The Local Landcare Coordinator will work closely with the Host organisation and other Landcare group’s staff and Board members, along with a broader network of Local Landcare Coordinators,



	Regional Landcare Coordinators and LLS staff across the NW region and surrounding regions.
<b>Competencies</b>	<p><b>Essential skills</b></p> <ul style="list-style-type: none"> <li>• strong Communication skills both oral and written</li> <li>• strong time management and work efficiency skills</li> <li>• interpersonal skills – ability to liaise and engage with a broad range of people effectively and maintain relationships</li> <li>• a strong interest in, and commitment to, local environmental and agricultural land management issues.</li> <li>• a proactive and community minded attitude.</li> <li>• Valid working with children check.</li> <li>• A current driver’s licence and ownership of comprehensively insured car.</li> </ul> <p><b>Highly desirable skills and experience</b></p> <ul style="list-style-type: none"> <li>• experience in project planning, management, record keeping and report writing and grant writing</li> <li>• excellent networking and stakeholder engagement skills</li> <li>• sound coordination, administration, and computer skills</li> <li>• is flexible about their working hours over the period of employment.</li> <li>• a current driver’s licence.</li> </ul>
<b>Selection Criterion</b>	<p><b>Please address each of the following criteria:</b></p> <ol style="list-style-type: none"> <li>1. Sound understanding of natural resource management issues in the region and empathy with the local community and demonstrated experience or a qualification in Natural Resource Management, Environmental Science, Sustainable Agriculture or similar.</li> <li>2. Demonstrated well developed written and oral communication skills, including competency in the use of Word, Excel, email, Publisher, Canva and the internet.</li> <li>3. Demonstrated ability to work with and develop community groups, including group facilitation, action planning and mediation skills.</li> <li>4. Proven ability to work with Government agencies, community groups and landholders, including schools and indigenous groups.</li> <li>5. Demonstrated ability to work with minimum supervision, use initiative and work as part of a team or network.</li> <li>6. Ability and willingness to work outside office hours from time to time, to contact landholders and attend community group meetings.</li> <li>7. Ability to travel within Tamworth region as well as intermittent travel within NSW.</li> <li>8. Current Driver’s License.</li> </ol>

<b>Additional Information</b>	<p>Tamworth Regional Landcare Association is an equal opportunity employer, with employment under the organisation’s standard employment agreement or as negotiated.</p> <p>Attendance at meetings outside of normal work hours may be required.</p> <p>Travel around the region and infrequent travel and overnight stays will be required.</p> <p>You may be required to use your own vehicle for work purposes and provide us with copies of current Comprehensive insurance policies for your vehicle. Vehicle use will be reimbursed on a per kilometre basis.</p> <p>For further information about the position please contact the Tamworth Regional Landcare Executive Officer - Jacqui Gidley-Baird 0401 717 015</p>
<b>To apply for the position</b>	<p>To apply, please provide the following:</p> <ol style="list-style-type: none"> <li>1. Brief covering letter, outlining why you seek this position (1 page).</li> <li>2. Your current CV/resume (4 pages maximum).</li> <li>3. Your claims against each of the selection criteria (4 pages maximum).</li> <li>4. Contact details for 2 referees, which should include a current or recent employer or supervisor.</li> <li>5. Applications to be emailed to <a href="mailto:jacqui@trla.org.au">jacqui@trla.org.au</a></li> </ol>
<b>Closing Date</b>	Applications close Friday 24 <sup>th</sup> February

