

Regional Administration Officer

Employer	Tamworth Regional Landcare Association
Location	Tamworth region, flexible working between Tamworth TRLA office and home office.
Classification/Tenure	Part- time position (or full time connected with TAO role also advertised), contracted.
Remuneration	Commensurate with experience, starting at \$83,187 package (incl. Super) per annum, pro rata. A&C Grade 4 - Top of Band (Yr 4).
Organisation Profile	NW Landcarers are the regional body made up of district, incorporated and unincorporated Landcare groups in the North West of New South Wales. As the regional Landcare body in the North West of NSW, envisions a thriving and resilient natural environment. Our vision is built upon the pillars of education, community engagement, advocacy, and partnerships. We strive to inspire and equip individuals and communities to become exemplary stewards of the environment, fostering a legacy of resilience and regeneration for generations to come.
Position/Role Objectives	<p>Regional Administration Support Officers (RAO) will work with the Regional Coordinators, Local Landcare Coordinators, Project Managers, Landcare Groups and organisations of their area to support and empower them to achieve the goals and to deliver on the target outcomes of the LP3 - NSW Landcare Program.</p> <p>Supported by, and working directly with the Regional Coordinator/s, Board and Chairs, the Regional Administration Support Officers will directly interact with Landcare and agencies at the local district and network scale, in addition to local partners and Government bodies. They will focus on administration, processes and streamlining of systems to create a smooth and efficient office to help to deliver against the target outcomes of the LP3 - NSW Landcare Program.</p> <p>Regional Administration Support Officers will be expected to collaborate with a range of Landcare support mechanisms including other Local Coordinators, RAOs, Landcare Committees, Local Government and Local Land Services. This will include but not limited to, assistance with policy database and implementation, insurance and membership admin for the regional organisation.</p> <p>The RSO is the main interface between the Regional body and the Shared Services Hub to support local groups and networks.</p>

	<p>Key Deliverables of a Regional Administration Support Officer:</p> <ul style="list-style-type: none"> • conducts the business of the organisation in accordance with the policies and established procedures, the various legal agreements and statutory requirements including ACNC or NSW Fair Trading • regularly informing the Regional body and ensure the organisation can meet its governance obligations. • provide a relevant interface between the regional body and host organisation and any staff • regular communication with the community and members and volunteers which may include newsletters and social media • secretarial duties in conjunction with input NW Landcarers. • financial duties, including annual audit. • engage with various stakeholders – Build and maintain relationships with partners and funding bodies • assistance in Grant identification and communication.
<p>Reporting/Supervision arrangements</p>	<p>Tamworth Regional Landcare Association President and North West Landcarer’s Chair</p>
<p>Links to existing programs</p>	<p>The successful applicant will be working across the region within a broader Landcare network, with support available. The Regional Administration Support Officer will work closely with other Landcare Group staff and Board members, along with a broader network of Local Landcare Coordinators, the Regional Landcare Coordinator and other key stakeholders across NW NSW and surrounding regions.</p>
<p>Competencies</p>	<p>Essential skills:</p> <ul style="list-style-type: none"> • strong administration and office management skills e.g. proficient at Microsoft Office products MYOB and remote meeting and resource management tools. • finance experience i.e. payroll and budgeting • strong time management and work efficiency skills • strong Communication skills both oral and written • a current driver’s licence. <p>Highly desirable:</p> <ul style="list-style-type: none"> • proactive, with a community minded attitude • excellent attention to detail • ability to stay calm under pressure. • experience in grant writing for successful outcomes is desired. • excellent networking and stakeholder engagement skills

	<ul style="list-style-type: none"> • a strong interest in, and commitment to, local environmental and agricultural land management issues • flexible about their working hours over the period of employment.
Selection Criterion	<p>Please address each of the following criteria:</p> <ol style="list-style-type: none"> 1. Demonstrated well developed written and oral communication skills, including competency in the use of Microsoft Office suite including Word, Excel, Outlook etc. 2. Proven expertise in office management , archiving processes, payroll (MYOB) and financial audit preparation. 3. Demonstrated skills in time management, record keeping and report writing. 4. Proven ability to work with a range of stakeholders i.e. NGOs and Government . 5. Ability and willingness to work outside office hours from time to time, to contact landholders and attend community group meetings. 6. Ability to travel from time to time.
Additional Information	<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 will 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 Jacqui Gidley-Baird 0401717015</p>
To apply for the position	<p>To apply, please provide the following:</p> <ol style="list-style-type: none"> 1. Brief covering letter, outlining why you seek this position (1 page). 2. Your current CV/resume (4 pages maximum). 3. Your claims against each of the selection criteria (4 pages maximum). 4. Contact details for 2 referees, which should include a current or recent employer or supervisor. 5. Applications to be emailed to jacqui@trla.org.au
Closing Date	Applications close Friday 24 th February