

Tamworth 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 RAO 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	<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>
Position/Role Objectives	<p>The Tamworth Administrative officer (TAO) will work closely with executive team and executive officer of TRLA to support the day-to-day administrative function of the organisation. The RAO will also be required to deliver administrative support to TRLA with payroll, bookkeeping and general administrative tasks.</p> <p>The TAO will be expected to collaborate with the TRLA team including our executive team, Landcare coordinators, Landcare volunteers, members and our nursery team. A day for the TAO may include administrative support to any of our team in database management, bookkeeping and archiving, online meeting and event management, and general support of the team.</p> <p>The TAO role is required to have a minimum of one day a week working from the TRLA nursery site in Tamworth, with remaining hours working remotely from a home office. You may also be required to travel and attend some events.</p> <p>Key Deliverables of the Tamworth Administration 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

	<ul style="list-style-type: none"> regularly informing TRLA to ensure the organisation can meet its governance obligations provide administrative support to the executive, executive officer, Landcare coordinators and nursery manager as required. financial duties, including supporting the annual audit and MYOB daily inputs. general records maintenance and monthly updates.
Reporting/Supervision arrangements	Tamworth Regional Landcare Association President
Competencies	<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 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. 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"> Demonstrated well developed written and oral communication skills, including competency in the use of Microsoft Office suite including Word, Excel, Outlook etc, as well as remote working programs. Proven expertise in office management , archiving processes, payroll (MYOB) and financial audit preparation. Demonstrated skills in time management, record keeping and report writing. Ability and willingness to work outside office hours from time to time, to contact landholders and attend community group meetings. Ability to travel from time to time.
Additional Information	Tamworth Regional Landcare Association is an equal opportunity employer, with employment under the organisation's standard employment agreement or as negotiated.

	<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 Jacqui Gidley-Baird 0401717015</p>
<p>To apply for the position</p>	<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
<p>Closing Date</p>	<p>Applications close Friday 24th February</p>