



## **POSITION DESCRIPTION**

**Title: Project Officer**

**Location: Coffs Harbour Regional Landcare Office/Field**

### **Primary Purpose of the role**

The Project Officer will manage the Coffs Harbour City Council funded Environmental Levy (EL) Major Strategic Project - "Supporting Community Landcare Action." The Project Officer may also manage additional projects as agreed by the Executive Committee.

### **Key Responsibilities:**

- manage and support Landcare members and volunteers and coordinate volunteer activity across registered Landcare sites, including in person on-site visitations to all Coffs Harbour Regional Landcare (CHRL) sites annually to review on-ground work and meet with site coordinators and volunteers.
- work in collaboration with Finance Officer to meet budget allocations.
- develop work plans, engage contractors, and provide contractor management regarding reporting, WHS (Work, Health & Safety) and insurance compliance via Conserve.
- work collaboratively with stakeholders, including Council and NPWS (National Parks and Wildlife Service) regarding planning on-ground works for project sites, volunteer management, and timely resolution of identified issues.
- support project teams including coordination of stakeholder working groups.
- project management including ensuring projects are completed within timeframes, within agreed budgets, meet project outcomes and are reported to the relevant funding body within specified deadlines.
- prepare media releases and develop publications for promotion of upcoming and completed projects and activities through various media including the CHRL website in a timely manner.
- support member groups by aiding with funding applications and project reporting.
- facilitate new site assessments, volunteer inductions and WHS training.
- be readily accessible to support Landcare volunteers.
- organise and facilitate workshops and events including the distribution of promotional material via the CHRL website events calendar, social media channels and direct email to members in a timely manner.

- provide written reports to the CHRL Executive committee for activities including site visitations, personal attendance at staff development/training events and workshops and additional activities as requested.
- document EL workshops, training, events and weed blitzes through reporting and photo assets.
- attend and actively participate in Executive, committee, general and other staff, stakeholder, and member meetings as required.
- provide support to CHRL Executive committee as required.
- In collaboration with the Finance Officer and within budget allocations, provide volunteer support by ordering and distributing tools, materials, and PPE (Personal Protective Equipment) to Landcare volunteers.
- create and distribute annual logbooks to Landcare volunteers/sites.
- manage the Common Myna control program following established process.
- maintain and update volunteer/membership and site records in Salesforce and ensure membership related content is current and accurate.
- maintain current processes and work to improve work flow and volunteer support where appropriate.

**Additional duties:**

- as appropriate, identify, assess, and develop innovative programs/projects including project budgets, resources, stakeholder consultation requirements and preparation of grant applications to promote CHRL plus provide community support.
- organise the distribution of first aid kits on a biennial basis.
- assist with the maintenance of CHRL Facebook page and website as required.
- assist with newsletters and other communications as required.
- deal with and/or redirect enquiries from CHRL members, stakeholders, and members of the public via phone, email, and face to face.
- assist other staff with various duties and projects.
- support CHRL stalls as required.
- Some weekend and evening work may be required. Employees are entitled to accrue hours outside normal working hours and take time off in lieu of a mutually agreed time.

**Required:**

- Tertiary qualifications or substantial experience in Natural Resource Management is essential.
- Practical experience in bush regeneration, plant identification and weed control is highly valued.
- Applicants should be proficient in the MS Office Suite.
- Valid Working with Children Check.
- Experience working in a community organisation and providing volunteer support will be considered favourably.
- Demonstrated high level written and verbal communication skills and the ability to liaise and share knowledge with a wide range of people and stakeholders in a supportive manner is essential.
- The suitable candidate will be a self-starter who can work unsupervised and as part of a team to facilitate and coordinate a range of projects, prioritising, organising and completing project tasks and risk management assessments.
- Mapping skills would be an advantage.
- A current 'C' class driver's licence.
- Own vehicle and comprehensive vehicle insurance is essential. Reimbursement is provided by CHRL on a per km basis.
- Willingness to be flexible with working hours, which will involve providing on-site field support and training to volunteers and attendance at out-of-hours activities including evenings and weekends.