Position Description: Landcare Site Coordinator
Organisation: Coffs Harbour Regional Landcare (CHRL)

Role Purpose

To lead and support volunteers in bushland restoration activities, ensuring safe, effective, and environmentally responsible practices on designated Landcare sites.

Key Activities & Responsibilities

- Coordinate and supervise site working bees
- Provide guidance on bush regeneration techniques
- Ensure safety protocols are followed
- Communicate with CHRL staff and land managers
- Monitor site progress and report outcomes
- Support volunteer engagement and training
- Maintain the site logbook and assist with documentation and data collection
- Report activities to CHRL staff as required

Preferred Qualities

- Strong leadership and communication skills
- Passion for environmental conservation
- Ability to work collaboratively with diverse groups
- Organised and proactive approach to site management
- Commitment to safety and volunteer wellbeing

Skills & Experience

Essential:

- Experience in bush regeneration or natural resource management
- Ability to provide clear direction, training and supervision on correct techniques
- Basic tech skills (smartphone, email, camera)
- Understanding of WHS principles

Desirable:

- Plant and weed ID skills
- Experience working with volunteers or community groups
- Familiarity with CHRL policies and procedures

Hours

- Participation is based on scheduled working bees or Landcare activities (usually 2-3 hours per working bee)
- Some additional time may be required to organise working bees, equipment and materials and complete reporting

Reporting

- Reports to CHRL staff and liaises with land managers

Work Health & Safety

Site Coordinators must:

- Promote and enforce safety practices
- Ensure all volunteers sign the site logbook at each working bee
- Ensure CHRL first aid kit is at each working bee
- Ensure PPE is used appropriately
- Report hazards, incidents, and volunteer concerns to CHRL staff immediately
- Maintain awareness of volunteer capabilities and limitations

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Conduct

Site Coordinators represent CHRL and are expected to:

- Conduct themselves in a manner that reflects CHRL's values and professionalism
- Lead with respect and integrity
- Foster teamwork and inclusivity
- Act respectfully and responsibly
- Uphold environmental best practices
- Communicate clearly and reliably
- Maintain confidentiality
- Comply with CHRL policies and land management requirements

Non-compliance may result in review of volunteer participation