

### **Coffs Harbour Regional Landcare – Project Officer – Position Description**

CHRL is seeking a Landcare Project Officer to manage the Council funded Environmental Levy Project including liaising with stakeholders and supporting our 300 Landcare members and volunteers; and to undertake other project management tasks that may arise. Tertiary qualifications or substantial experience in Natural Resource Management is essential. Applicants should have practical experience in bush regeneration, plant identification and weed control. Applicants should be proficient in the MS Office suite. Mapping skills would be an advantage.

Experience in working in a community organisation and with volunteers will be considered favourably.

The suitable candidate will be a self-starter who is capable of working unsupervised.

The position will be for up to 3 Days/wk (21 hrs)

Applicants should be available for interview on 11<sup>th</sup> or 12<sup>th</sup> December 2019

Start date is expected to be mid-January 2020.

#### **Essential Criteria:**

- Tertiary qualifications and/or demonstrated substantial experience in Natural Resource Management
- Demonstrated practical experience in bush regeneration, plant identification and weed control
- Proficiency in MS Office suite.

#### **Key Responsibilities:**

##### **Manage Council funded Environmental Levy Landcare Volunteer Support project**

- co-ordinate volunteer & contractor activity at registered Landcare sites;
- work with Council, OEH and other agencies regarding planning on-ground works for group projects;
- contribute to the preparation of newsletters and promotion of successful group projects and activities through various media;
- encourage and support new groups, assist existing groups to get activated, motivated and working;
- order and distribute tools, materials and PPE to Landcare volunteers;
- organise & facilitate volunteer training calendar;
- report on EL Project to Council and CHRL Executive committee as required;
- attend monthly Executive meetings and other stakeholder meetings as required
- Create and distribute annual logbooks to Landcare volunteers/sites;
- Manage myna trapping database and project.

#### **Additional duties:**

- Maintain volunteer/member database
- Assist with maintenance of CHRL Facebook page and website
- Assist with quarterly 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
- Some weekend and evening work may be required. Employees are entitled to accrue hours outside normal working hours and take time off in lieu at a mutually agreed time.

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Please email Expression of Interest detailing your suitability for this position, along with your CV, to:  
[jude@coffslandcare.org.au](mailto:jude@coffslandcare.org.au) by **9am on Wednesday 4<sup>th</sup> December 2019**.

For further information contact Jude Turner: ph: 02 6651 1308