



Position Description: Project Officer, Temporary, Part-time, 21 hrs/wk. (12-month contract)

Position Start Date: January 17th, 2023

Salary: \$38.50 to \$41.60 per hour plus superannuation (dependent on experience)

Applications Close: November 7th, 2022

To Apply: Please send a cover letter and CV to projects@coffslandcare.org.au

Coffs Harbour Regional Landcare (CHRL) is seeking a part-time Landcare Project Officer to manage the City of Coffs Harbour funded Landcare Environmental Levy Project. The position includes liaising with stakeholders and supporting our 300+ Landcare members and volunteers, undertaking additional project management tasks that may arise. CHRL is a community, not-for-profit, incorporated association. We work with the community and stakeholders to develop and implement strategic Landcare and Natural Resource Management (NRM) projects and programs in the Coffs Harbour Regional Area.

Key Duties

Manage CHRL's Major Strategic Project "Supporting Community Landcare Action," providing support to members and volunteers, engaging stakeholders, and managing contractors within allocated budgets.

- Manage and support Landcare members and volunteers and coordinate volunteer activity across registered Landcare sites.
- Develop work plans, engage contractors, and provide contractor management regarding reporting, WHS and insurance compliance via Conserve.
- Work collaboratively with stakeholders, including the City of Coffs Harbour Council and NPWS regarding planning on-ground works for project sites.
- Support project teams, including coordination of stakeholder working groups.
- Project manage ensuring projects are completed within timeframes, within agreed budgets, meet project outcomes and report to the relevant funding body.
- Prepare media releases and develop publications for promotion of projects and activities through various media.
- Support members groups, providing assistance with funding applications and project reporting.
- Facilitate site assessments, inductions and WHS training.
- Be readily accessible to Landcare volunteers.
- Organise and facilitate workshops and events.
- Report to CHRL Executive committee as required.
- Attend monthly Executive meetings and other stakeholder meetings as required.

- Provide volunteer support by ordering and distributing tools, materials, and PPE to Landcare volunteers.
- Create and distribute annual logbooks to Landcare volunteers/sites.
- Maintain volunteer/member database.
- Manage Myna control program.

Additional duties:

- As appropriate, identify, assess, and develop new programs/projects to promote CHRL plus provide community support.
- Organise the distribution of first aid kits on a biennial basis.
- Assist with maintenance of CHRL Facebook page and website as required.
- 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.
- 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.
- As appropriate, develop new programs/projects, including project budgets, resource requirements, stakeholder consultation requirements and preparation of grant applications.

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.
- 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 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 and comprehensive vehicle insurance is essential.
- Willingness to be flexible with working hours which will involve providing on-site field support and training to volunteers and some attendance at out-of-hours activities including evenings and weekends.