[Click here to enter a Date]

Regional Landcare Coordinator

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|  |  | **Suggested success factors/ performance measures** |
| Employer | **Insert: r**egional Landcare Body or Host organisation Title. |  |
| Location | **Insert:** brief explanation about the location of the area and relevant region. |  |
| Classification/Tenure | Full-time position working a minimum of 35 hours per week, contracted. |  |
| Remuneration | Commensurate with experience, $98,954 package (incl. Super) per annum.A&C Grade 5 - Top of Band (Yr 4). |  |
| Organisation Profile | **Insert: p**rofile of Regional body, brief history and brief strategic objectives for this region. | **Awareness of the regional profile including any regional strategic plans.****Broad understanding of, or ability to, understand local Landcare groups and networks within the region.** |
| Position/Role Objectives | **Insert Position Objective – similar to below:**The Regional Landcare Coordinator is responsible for creating partnerships with regional and local organisations to increase awareness and raise the profile of Landcare in NSW and increase funding to facilitate projects both current and future. The Regional Landcare Coordinator will work with the Local Landcare Coordinators, Project Managers, Landcare groups and networks and organisations in their area to support and empower them to achieve their own goals, to participate in Landcare activities, to partner with Local Land Services and to deliver on the target outcomes of the LP3 - NSW Landcare Program.Supported by the Regional Administration Support Officer, and working directly with the Regional body’s Board and Chair/s, the Regional Landcare Coordinator will directly interact with Landcare and agencies at the regional, district and network scale, in addition to local partners and Government bodies. They will focus on empowering Landcare groups within their region and encouraging participation in Landcare by individuals and groups, and to increase the capacity of these groups.The Regional Landcare Coordinator will be expected to collaborate with a range of Landcare support mechanisms within their region and other regions across the state including other Local Coordinators, Regional Administration Support Officer, Landcare Committees, Local Government and Local Land Services.**Key Deliverables of a Regional Coordinator:****Facilitate regional delivery and partnerships*** represent the Regional body to create positive change, aligned with strategic outcomes of the NSW Landcare Program in the region
* manage priorities and outcomes relating to the Strategic Plan of the region to ensure the region is on-track to meet outcomes
* stimulate regional community engagement and participation in Landcare
* undertake and support planning for regional groups and projects
* work with the regional body to develop and support the implementation of Regional Priority Plan or similar
* support to the Aboriginal Landcare Project
* support Regional COP and Coordinator COP projects.

**Advocacy and mentoring Landcare support*** representative of LNSW Statewide Advisory Committee
* community Liaison – act as a central contact point for the relevant Landcare Regional body/group to supply information to the public or members regarding Landcare in their region
* raise the profile of Landcare within the region
* assistance with recruitment of Local Landcare Coordinators and Regional Administration Support Officer
* work with Host and local groups to develop and implement a Local Priority Action Plan or similar
* provide support to groups and networks by helping to create and maintain cross region projects and participate in natural resource management activities that address critical agricultural sustainability and environmental issues.

**Leadership** * may be required to manage staff ie. the Regional Administration Support Officer and support the administration activities relating to the day to day running of the Regional body, if required
* conduit between the central Program team and their region
* regular Communication with Regional body Local Landcare Coordinators within the region.

**Program and Regional body reporting*** monitor, evaluate and report on regional activities and outcomes.

**Technical skills*** assisting in Grant Submissions
* social media skills – ability to create and implement communication across social media on various platforms.
 | **# of partnerships made/contributed to with Local Landcare groups and LLS****# $ funding secured over a 6-12 month period****# of LLC/LLS effective meetings (minutes/actions/results)****# integrated regional priority plan****# of regional board meetings attended (minutes/actions)****# increased capacity of groups – how will this be measured?****# Modelled code of conduct and program charter principles****# Attendance and contribution of RLC meetings and distribution of key points****# CAT entries that relate to Strategic Plan****# regional projects/events****# planning meetings****# partnership projects?****# RCoP events/reports****# attendance and active contribution****# interviews/panels assisted****# coordinated advice provided****# SAC meetings attended****# participation in evaluation surveys, quarterly reporting back to committee?****# comms materials/meetings****People Management – workplans/outputs, managing leave etc****# comms materials/meetings****# CAT entries****# surveys completed****# case studies?****# support provided****# grants applied for****# comms materials** |
| Reporting/Supervision arrangements | Position reports directly to Chair of the relevant regional body or other agreed arrangement.This position will be supported by a regional executive committee. | What does this support look like? |
| Links to existing programs | The successful applicant will be working in a broader Landcare network, with support available. The Regional Landcare Coordinator will work closely with Program staff, Landcare Committee Chairs (regional and local), along with a broader network of Local Landcare Coordinators, Regional Landcare Coordinators and Regional Agriculture Landcare Facilitators across (Insert Region) NSW and surrounding regions. Regional Landcare Coordinators will participate in the LNSW Council with their Regional Chair. |  |
| Competencies | **Essential skills and experience*** strong interest in, and commitment to, local environmental and agricultural land management issues
* strong communication skills both oral and written
* strong interpersonal skills – ability to liaise and engage with a broad range of people effectively and maintain relationships
* strong time management and work efficiency skills
* proactive, with a community minded attitude
* experience in grant writing for successful outcomes
* excellent networking and stakeholder engagement skills
* sound coordination, administration, and computer skills
* strong leadership skills including mentoring, facilitation, strategic planning.

**Highly desirable** * sound project management skills
* flexible about their working hours over the period of employment
* a current driver’s licence.
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| Selection Criterion | **Please address each of the following criteria:**1. Sound understanding of natural resource management issues in the region and empathy with the local community and/or experience in Natural Resource Management, Environmental Science, Sustainable Agriculture or similar.
2. Demonstrated well developed written and oral communication skills, including competency in the use of Word, Excel, email, Publisher, and the internet.
3. Proven expertise in project planning, time management, record keeping and report writing and grant writing.
4. Proven ability to proactively problem solve in a diverse range of situations.
5. Demonstrated ability to work with and develop community groups, including group facilitation, action planning and mediation skills.
6. Proven ability to work with Government agencies, community groups and landholders, including schools and indigenous groups.
7. Demonstrated ability to work with minimum supervision, use initiative and work as part of a team or network.
8. Experience in managing staff if required.
9. Ability and willingness to work outside office hours from time to time, to contact landholders and attend community group meetings.
10. Ability to travel from time to time.
11. Current Driver’s License.
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| Additional Information | [Name of Host organisation] is an equal opportunity employer, with employment under the organisation’s standard employment agreement or as negotiated.Attendance at meetings outside of normal work hours may be required.Travel around the region and infrequent travel and overnight stays may be required.You may be required to use your own vehicle for work purposes and provide us with copies of current Comprehensive or at least Third Party Property insurance policies for your vehicle. Vehicle use will be reimbursed on a per kilometre basis.For further information about the position please contact – Relevant Contact for Recruitment. |  |
| To apply for the position | To apply, please provide the following: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 relevant email address.
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| Closing Date | Applications must be received by **Insert:. Date** |  |