



## Gwymac Landcare Coordinator

<b>Position Title</b>	Landcare Coordinator
<b>Employer</b>	GWYMAC (Gwydir & Macintyre Resources Management Committee Inc.
<b>Location</b>	Inverell Shire and Surrounds
<b>Employment terms/Remuneration</b>	Casual Position, 24 hours per week (normal work hours – four days per week).  \$46,800 - \$49,920 including loading (depending on experience) plus superannuation with a performance review in 4 months from starting date. (.8FTE \$72,800 )
<b>About Gwymac</b>	GWYMAC Inc. is a not for profit organisation network supporting local Landcare groups with on-the ground works for biodiversity restoration and conservation as well as promoting education communication and sustainability within the Inverell District and surrounds.
<b>Position Role</b>	The Landcare Coordinator will provide support to the Gwymac Landcare team to engage with the various groups across the region, to raise awareness, and improve skills in managing a diversity of agriculture and environmental issues. Support on ground delivery of Natural Resource Management  Duties include: <ul style="list-style-type: none"> <li>• Work independently and as part of a team.</li> <li>• Coordinate field days and extension events, facilitate Landcare group meetings, undertake site visits</li> <li>• Engage and consult with key stakeholders and members</li> <li>• Undertake planning and secure resourcing through project grants and other sources.</li> <li>• Project management including project administration, monitoring and evaluation, reporting on project outcomes.</li> <li>• Use of Microsoft suite and online sharing platforms, website and social media</li> <li>• The Landcare coordinator will also manage their workloads effectively. Attendance at meetings outside of normal work hours may be required. Travel around the region and infrequent travel including overnight stays may also be required.</li> </ul>
<b>Reporting/Supervision</b>	Position reports to the GWYMAC Executive Committee

<b>Selection Criteria</b>	<p><b>Please address each of the following criteria as a short separate paragraph:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated strong communication skills including Verbal, written and consultation skills</li> <li>2. High level of computer literacy including familiarity with Microsoft suite, common online file sharing platforms, website management and all aspects of social media</li> <li>3. Proven ability in record keeping and report writing.</li> <li>4. Demonstrated ability to work independently and work effectively in a team environment.</li> <li>5. Effective interpersonal skills, including demonstrated ability to consult with key stakeholders and to work with community groups, group facilitation and negotiation.</li> <li>6. Ability and willingness to work occasionally outside office hours to contact Landholders, attend community group meetings and workshops.</li> <li>7. Current Drivers Licence.</li> </ol>
<b>Desirable Criteria</b>	<ol style="list-style-type: none"> <li>1. Experience in Natural Resource Management, Sustainable Agriculture or similar.</li> <li>2. Proven ability in all aspects of Project Management.</li> <li>3. Demonstrated experience in grant writing.</li> </ol>
<b>Applying for the Position</b>	<p><b>To apply. Please provide the following:</b></p> <ol style="list-style-type: none"> <li>1. Brief covering letter</li> <li>2. Address selection criteria and desirable criteria</li> <li>3. Your current CV/Resume which should include current contact details of two referees</li> <li>4. Applications should be emailed to: lee@gwymaclandcare.net.au</li> </ol>
<b>Closing Date</b>	<p><b>Applications must be received by COB Monday 12<sup>th</sup> December 2022</b></p>