

POSITION DESCRIPTION



Landcare Support Officer

- Part-time (2 days/week)
- 2-year contract
- Commencing 1 July 2024
- Remuneration: hourly rate between \$32.96 and \$41.20 commensurate with experience, plus
- 11% Superannuation
- Reports to a delegated member of the OLN Committee

OVERVIEW

The Ovens Landcare Network Inc (OLN) is a community-driven organisation that works to support the efforts of 21 Landcare groups and 3 Friends groups in the Ovens River, King River, and Black Dog Creek catchments.

The OLN encourages its member Landcare groups to undertake projects either individually or in collaboration with other Groups to achieve sustainable environmental outcomes, including better land management, biodiversity conservation and capacity building. The OLN also undertakes larger projects (on-ground & educational) which encompass numerous groups and have benefits across the larger network area.

The OLN has recently created a Support Officer role to assist the OLN and member Landcare Groups in organising and delivering Landcare projects on time and in budget by managing resources with a focus on planning, coordinating, monitoring, and reporting.

OVERALL POSITION OBJECTIVES AND RESPONSIBILITIES

The objectives of the Support Officer role are to:

- Provide support for the OLN and member Landcare Group funded activities;
- Seek ongoing funding opportunities for activities;
- Provide technical/administrative/creative support as required, potentially including management of Group memberships, creating and posting social media, developing newsletters, etc; and
- Support the OLN's existing Local Landcare Facilitators as required.

The responsibilities of the Support Officer are to:

- Successfully deliver OLN and Landcare Group projects and/or activities as directed by OLN Committee;
- Initiate and maintain networks with key stakeholders to promote resource sharing, harness support for delivery of projects, and advance OLN and Landcare interests;
- Report on the progress of projects and activities to the OLN Committee;
- Support the management of contractors to ensure projects and activities are delivered efficiently and effectively;
- Manage project budgets in collaboration with individual Groups as needed;
- Coordinate grant submissions and acquittal reports as needed; and
- Other duties as required by the OLN Committee.

For further information, please contact Tony Lane 0417 378 983

ORGANISATIONAL RELATIONSHIPS

Internal

- OLN Committee
- OLN Local Landcare Facilitators (Penny Raleigh and Kerrie Warburton)
- Member Landcare Groups (Committees)

External

- Contractors for Landcare Group projects
- Funding organisations - e.g. Philanthropic, Commonwealth, State Government
- Local Government – Rural City of Wangaratta, Indigo Shire Council, Alpine Shire Council
- DEECA, North East CMA, Landcare Victoria Incorporated
- Other Landcare Networks
- Members of the public / volunteers / landholders

QUALIFICATIONS AND EXPERIENCE

- Demonstrated experience of successfully managing on-ground NRM projects or events;
- Qualifications and/or equivalent experience in natural resource management, or similar field relevant to this position;
- Demonstrated ability to communicate effectively (familiarity with social media platforms highly desirable);
- Demonstrated experience in project management including procurement processes, managing budgets and reporting on project outcomes;
- Demonstrated experience in community engagement / working with volunteers;
- Relevant IT knowledge and experience, particularly Google Workspace; and
- Current driver's licence and access to an insured, roadworthy vehicle.

KEY SELECTION CRITERIA

1. Demonstrated knowledge and experience in delivering community-led natural resource management projects.
2. High level communication skills (written, verbal and interpersonal), with the ability to gain trust and cooperation from colleagues, external organisations, and members of the public.
3. Demonstrated experience in project management, including working with consultants and contractors, budgetary control, grant-writing and reporting.
4. Excellent organisational skills with a demonstrated ability to plan and organise workloads, work independently, and efficiently complete tasks to meet deadlines.

OTHER RELEVANT INFORMATION

- This is a 2 year position, with review of performance and remuneration after four months, bi-annually and prior to the beginning of the second year.
- The successful applicant will reside in or very close to the Ovens Catchment, as this role requires considerable face-to-face interaction and attendance at meetings and events outside of business hours and on weekends.
- The successful applicant will need to provide their own office and equipment (personal computer, printer, internet service, email access, mobile telephone) and a reliable and roadworthy vehicle. An agreed mileage allowance (based on ATO rates) will be provided.
- The OLN will provide work-cover insurance and OLN insurance cover will apply to all activities undertaken as detailed in the Work Plan.
- The position description may need to be amended by mutual agreement as needed due to variations in responsibilities and organisational requirements. Changes to the Position Description will be consistent with the purpose for which the position was established.

**To apply, please send a short cover letter responding to the Key Selection Criteria and a current Resume to: olnsec17@gmail.com
Applications close 5pm, Friday 17 May 2024**