

## Position Description

# Landcare Community Facilitator Upper Goulburn Landcare Network

### 1.0 POSITION DETAILS

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| Title:      | Landcare Community Facilitator – Upper Goulburn Landcare Network   |
| Salary:     | \$32.00 - \$35.00 per hour (depending on experience), plus Superannuation.<br>The position is part-time based on 0.65 FTE (24.7 hours per week) and will be paid pro-rata to the full-time salary. |
| Vehicle:    | Own vehicle is required. Re-imbusement per kilometre   |
| Area:       | Goulburn Broken Catchment area   |
| Reports to: | Upper Goulburn Landcare Network, (UGLN) Executive Committee  |

### 2.0 POSITION CONTEXT

#### Background to the Position & Project

The Upper Goulburn Landcare Facilitator will work within a small team to provide support to landcare groups largely in the Murrindindi Shire, liaise with government agencies within this region, and report to the Upper Goulburn Landcare Network executive. Roles include:

- The implementation of natural resource management programs that deliver and engage the community in sustainable environmental outcomes;
- Community engagement in natural resource management initiatives that builds awareness of the local environment
- Support to local Landcare Groups and other like organisations with side benefits of social interaction in delivering good environmental benefits
- Establishing and maintaining relationships with associated organisations in particular - Goulburn Broken Catchment Management Authority (GBCMA), Murrindindi Shire Council, Victorian Landcare.
- Identifying and sourcing funding from State and Federal Governments, Government Departments & Authorities and private industry to support UGLN's goals
- Proactively communicating and marketing the achievements of Landcare and the work of UGLN within our district and beyond.

## 3.0 KEY RESPONSIBILITIES

### 1. The position.

#### • **UGLN Landcare Projects**

- Assisting with the development of strategic and project implementation plans.
- Preparation and publication of advertising material promoting up and coming events.
- Planning and coordination of field days, workshops, forums, and information sessions relevant to projects.
- Keeping UGLN website and Facebook page up to date with current information.
- Helping as required on the day of specific events to ensure the smooth running and successful outcome of the event.

#### • **Communication and Advertising**

- Collection of information and creation of Quarterly Newsletters (hard copy and electronic) that can communicate to both the Landcare and general community about environmental events and activities being organised and/or promoted by UGLN, Landcare Groups, Community Groups, and other organisations.
- Management of electronic and surface correspondence and selective distribution of items of interest to member Groups of UGLN.
- Arranging for the preparation of any publication material as requested by UGLN and the distribution of such material.
- Arranging for the placement of advertising and promotional material in local papers and journals as requested by UGLN Executive Committee, Project Officer or Facilitators.

#### • **Landcare Group Support**

Provide administrative support to Landcare Groups to help them achieve their desired project outcomes. This may include:-

- Assistance in the preparation and submission of funding applications.
- Preparation of events flyers.
- Liaison with Authorities, Shires, Government Departments to assist with smooth implementation of Groups activities.
- Attendance at Group Meetings to offer advice and moral support.
- Provide or arrange for technical advice on natural resource management issues
- Act as a conduit for information flow between Landcare Groups and the UGLN Executive Committee.
- Relevant administrative support – printing, advertising events, provision of audio visual equipment for presentations (accessed from the GBCMA).
- Provide access to the UGLN BBQ trailer for events.
- Regular upkeep of trailer supplies including gas bottles, cooking implements, tables, chairs, marquee, signs, display banners.

- **UGLN Administration**

Provide administrative support to UGLN including:-

- Organisation of meetings and functions as requested.
- Preparation and submission of funding applications
- In conjunction with the UGLN Project Officer and Facilitators, prepare progress and final project reports as required in relation to funding grants
- Attend monthly UGLN Executive Committee Meetings
- Manage any administrative shared office requirements with GBCMA
- Assist with any requirements with GBCMA Landcare Officers in support of UGLN activities
- Assist with any issues with the Goulburn Murray Landcare Network as UGLN's staff employment agency
- Represent UGLN at forums and meetings with external parties as requested by UGLN and report back to the UGLN Executive Committee

## **4.0 Accountability**

**Reports to:** The position is directly responsible to the Upper Goulburn Landcare Network with a monthly reporting requirement to the Upper Goulburn Executive Committee.

Liaison:

- The UGLN Executive Management Committee
- UGLN Project Officer
- UGLN Landcare Facilitators
- Landcare Groups and their Members
- Landcare facilitators in the Goulburn Broken Catchment
- Goulburn Broken Catchment Management Authority.
- Murrindindi Shire Council

## **5.0. Skills and Experience Required**

- Able to carry out duties as specified in a responsible, confident and professional manner with strong consideration to Occupational Health, Safety & Environmental outcomes and good workplace relations.
- Demonstrated experience in providing administrative support and services
- Strong skills and experience in computer literacy including Microsoft Office. Experience with desktop publishing packages may be an advantage
- Able to work as a self-starter with little supervision as well as a demonstrated ability to work as a team member
- Good time management and organisational skills
- Demonstrated decision making abilities commensurate with tasks and responsibilities
- Previous experience in working with a volunteer-based committee and community based organisations will be an advantage
- An understanding and interest in rural based communities and issues
- An understanding and interest in natural resource management
- Experience in dealing with communities at both a formal and informal liaison activity level.
- Good communication skills both written and verbal

## **Qualifications**

- A formal qualification or experience appropriate to the role may be an advantage.
  - A probationary period of 3 months will apply, followed by 6-monthly position reviews, or at the discretion of Steering Committee.
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