LOCAL LANDCARE COORDINATOR ROLE DESCRIPTION

Bellinger Landcare Inc – September 2021

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Role Title	Local Landcare Coordinator
Role Classification	Part Time Temporary – 25th October 2021 – 25th October 2022 with possibility of extension (subject to funding availability and performance)
Remuneration	$38.00 per hour
Full Time Equivalent (FTE)	0.4 (based on a 35 hour week) – 14 hours per week

PRIMARY PURPOSE OF THE LOCAL LANDCARE COORDINATOR ROLE:

The core role of the Local Landcare Coordinator is that of an enabler of Community Landcare and Landcare organisations. The Coordinator is charged with empowering Landcare to achieve their own goals in alignment with those of the NSW Landcare program.

The Coordinator will assist their Landcare networks and groups to directly interact with Landcare and agencies at the local district and network scale. They will focus on supporting Landcare organisations to enable participation in Landcare by individuals and subgroups. Their outcomes will be measured directly against key accountabilities.

Coordinators will work with their specific host organisations and the other Landcare groups/organisations across their regions to increase the capacity of these groups to deliver against the outcomes of the Program.

Coordinators will be expected to collaborate with a range of Landcare support mechanisms including other Local Landcare Coordinators, Regional Coordinators, Landcare Committees and Local Land Services.

The Coordinator is not a Project Officer, solely responsible for the delivery of other grant funded projects. The role should be a resource for Landcare to effectively partner, attract project funding and to empower successful delivery.

ESSENTIAL

- Excellent written and verbal communication skills
- Demonstrated ability to work with minimum supervision, use initiative and work as part of a team or network
- Relevant qualifications or experience in Natural Resource Management, Environmental Science, Sustainable Agriculture or similar
- Experience engaging volunteers and community groups in natural resource management programs
- Understanding of the biophysical nature of the Mid North Coast NSW, including vegetation types
- Commitment to team work and partnership development with relevant government and non-government agencies
- Capacity to manage contractors completing on ground work and community education programs
- Capacity to requests for quotations from government and non-government agencies
- Understanding of not-for-profit management and working with voluntary management committees
- Basic GIS mapping skills, including familiarity with ArcGIS, QGIS or similar.

DESIRABLE

- Bush Regeneration qualifications
- Experience working with private landholders and land management agencies in the Mid North Coast NSW
- Experience in grant writing and reporting
- Graphic design skills

KEY ACCOUNTABILITIES

- Respond to general enquiries and support increased community engagement in Landcare.
- Support volunteer engagement and local Landcare groups to participate in natural resource management, including ensuring all site planning, WHS and insurance requirements are met.
- Compile and distribute newsletters and social media posts, update Bellinger Landcare website.
- Compile work reports and attend management committee meetings
- Undertake grant writing and seeking additional funding.
- Liaise with Bellingen Shire Council, Crown Lands and other government agencies to complete approval processes and documentation required for local group activities on public land.
- Work with the Regional Landcare Coordinator to support the development and implementation of the Landcare NSW (LCNSW) Regional Priority Plan.
- Participate in the regional and state LCNSW Community-of-Practice, and monitor, evaluate and report on Landcare NSW program outcomes.
- Maintain membership and landholder expressions of interest lists.
- Project management (e.g. monitor, evaluate and report on program and grant outcomes, provide clear project and budget information to the bookkeeper and/or treasurer to allow smooth operation of accounting software, budget tracking etc).
- Oversee the contractor expressions of interest approval process, including advertising for new contractors.
- Engage contractors and report upon project activities as set out in funding agreements.
- Respond to requests for quotations from government and non-government agencies for the delivery of on-ground work and community education programs.
- Partnership development and alignment with North Coast Regional Landcare, North Coast Local Land Services, Bellingen Shire Council, and other local, regional and federal level government and non-government agencies and programs.
- Facilitate Land for Wildlife assessments.

KEY CHALLENGES

- Role is not specifically for the purpose of management of other funding programs, grants or projects
- Management of expectations of local Host Committee and those of other Landcare Communities within the Local Coordinator's region
- Management of time and on ground funding constraints
- Management of part time role
- Management of priorities between delivery of on ground outcomes and service to Landcare community and program requirements such as reporting and attendance at Community-of-Practice events.

KEY RELATIONSHIPS

- Host organisation committee (Bellinger Landcare Inc.)
- Other Landcare Coordinators in their Region and across NSW
- Regional Landcare Coordinator
- Other Landcare staff
- Other Landcare community members
- Local Land Services staff
- Program Management Team of the NSW Landcare Program
- Other potential partner stakeholders.

FOCUS CAPABILITIES

Below are the examples of the types of the focus capabilities that would be expected that Local Coordinators should be practicing in line with the roles

Capacity to Act with Integrity

Coordinators should have the demonstrated capacity to always represent the Program and their Host organisation in an honest, ethical and professional way. They should support a culture of integrity and professionalism, with the proven capacity to understand and follow: rules, policies, guidelines and codes of conduct. They should also be able to help others to understand their obligations to comply with the above. They must be able to recognise, report and manage apparent conflicts of interest.

Commitment to Customer Service

Local Coordinator should support a culture within their area of influence that is based on quality service to their community and the stakeholders of their organisation. They should be able to identify with and respond quickly to community needs, developing solutions to meet those needs.

Capacity to Work Collaboratively

Coordinators should be able to work well and support a co-operative team environment. They should be able to share information and learning across teams, recognising and acknowledging that best outcomes are often achieved by effective collaboration. They should be able to engage other members of community and their organisation to share information and solve issues and problems jointly, while support others in challenging situations.

Deliver Results

Coordinators must have a proven capacity to complete work tasks to agreed budgets, time-frames and standards. Take the initiative to progress and deliver own and team/unit work. Contribute to allocation of responsibilities and resources to ensure achievement of community goals. And know to seek and apply specialist advice when required.

Demonstrated Accountability

Local Coordinators must be able to take responsibility and be accountable for their own actions. Understand, identify and follow safe work practices, and be vigilant about themselves and others. Be alert to risks that might impact the completion of an activity and escalate these when identified. They must use financial and other resources responsibly.

Skills in Project Management

Local Coordinators must have skills to plan and deliver tasks in line with agreed schedules. Check progress against schedules, and seek help to overcome barriers. They should be able to participate in planning and provide feedback about improvements to schedules.