



Position Description

Organisation: Richmond Landcare Inc.

Position Title: Executive Officer

Salary: \$41.24 per hour plus on-costs

Position summary:

Manage the day-to-day operations and activities for RLI including management & supervision of staff, prepare regular reports, maintain data bases and records management system, update policies as required, answer enquires and assist in supporting member groups

Position status: Temporary Part-Time; February 1 2021 to July 31 2021 with potential for extension

Hours: 2 days per week; (15.6 hours)

Location: Work from home- following completion of work from home checklist.

Performance review: As required

Duties

- Support member Landcare Groups
- Oversee the delivery and reporting of RLI projects.
- Assist with management of other staff employed by RLI and development of a team ethos.
- Lead and motivate staff to advance employee engagement and develop a high performing managerial team.
- Identify opportunities and apply for grants and other sources of funds for RLI and other Landcare/community groups.
- Identify appropriate Landcare and community projects that support the RLI mission and constitution and may be eligible for funding.
- Forge project partnerships and networks to implement on ground NRM activities.
- Oversee publicity such as media releases, social media and monthly newsletters
- Provide NRM information to the community
- Maintain RLI website and Facebook page with relevant and up to date NRM information and resources.
- Maintain and update administrative practices, systems and procedures to improve efficiency and service delivery
- Advise community groups/individuals on NRM projects and information.
- Oversee operations and activities and review both financial and non -financial reports to ensure they produce the desired results and are consistent with the overall strategy and mission of RLI.
- Participate in RLI Committee meetings as required.
- Act as the main point of communication between staff and the Committee.
- Other duties compatible with the employee's skills, competence and training to fulfil member group and community support and delivery of project activities.

Responsibilities

- You will be responsible to the Committee in the performance of your duties as an employee of RLI.
- You will deliver agreed outcomes on time, with best practice and minimal exposure to risk.
- You will at all times protect the confidentiality of the organisation and its clients.
- You are to keep a record of your working hours and kilometres. An electronic timesheet will be provided.

Selection Criteria	Essential	Desirable
<i>The specific competencies, knowledge, qualifications, training and experience that are required to fill this role</i>		
Knowledge	<p>Experience in natural resource management, site assessment & plant identification (both native and exotic)</p> <p>Experience in NRM grant writing and reporting</p> <p>Experience in project management and administration.</p>	
Practical	<p>Demonstrated ability to develop and maintain high level working relationships across a diverse range of business and community clients as well as staff.</p> <p>Demonstrated experience in developing and maintaining day to day operational processes including records management, report writing, correspondence and quality assurance documentation</p> <p>Demonstrated ability to manage and lead staff</p> <p>High level organisational and planning skills - the ability to achieve excellent outcomes under pressure and meet deadlines.</p> <p>Strong interpersonal and presentation skills</p> <p>Excellent communication skills in written, oral and multimedia formats</p> <p>Demonstrated ability to manage budgets and resources</p> <p>Ability to undertake flexible work hours.</p> <p>Strong personal initiative</p>	Competence in the Microsoft Office software package
Training and experience	<p>A relevant qualification in natural resource management, agriculture, business marketing or finance.</p> <p>Qualification and /or experience in training and skills development for NRM community.</p> <p>Experience in administrative functions</p> <p>A current driver's licence</p>	First aid qualification

How to Apply:

Applications are to be sent to secretary@richmondlandcare.org

Your application should include: (maximum length 5 pages total)

- Your current resume
- A cover letter addressing the selection criteria and providing contact details for 2 referees

Closing Date: Friday January 15 2021