



Richmond  
**Landcare**  
Inc.

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### **Position Description**

**Organisation name:** Richmond Landcare Inc.

**Position Title:** Project Officer

**Reports to:** RLI Executive Officer

**Salary:** \$38.50 per hour plus on-costs

**Position summary:**

Deliver funded projects on behalf of Richmond Landcare Inc. Role includes project management and project financial management, tender process and negotiating contracts for project contractor, supervising project contractors, negotiating landholder agreements, setting up site monitoring and reporting, delivering community training events, completing required project reporting for investors.

**Position status:** Temporary Part-Time; February 1 to June 30 2021

**Hours:** 2 days per week; 15.6 hours)

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

**Performance review:** As required

### **Duties**

- Plan and deliver tender processes and contracts to engage contractors
- Manage contractors including insurances, risk management and WHS
- identify and develop partnerships with potential landholder participants
- Identify and deliver training and support needs for project participants
- Plan and deliver events
- Plan and deliver projects within budget
- Develop project specific resources
- Carry out project-based mapping
- Maintain regular communication with participants re project updates
- Prepare project reports for RLI and investors
- Promotion activities
- Other duties compatible with the employee's skills, competence and training to fulfil the member group and community support and delivery of project activities.

### **Responsibilities**

- You will be responsible to the RLI Executive Officer 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>		
<b>Knowledge</b>	Experience in natural resource management, site assessment & plant identification (both native and exotic) Experience in NRM grant report writing Experience in project management and administration.	
<b>Practical</b>	Communication skills Research skills and applied knowledge Ability to undertake flexible work hours Strong personal initiative Adequate keyboard skills to enable efficient data entry and work completion High level IT skills	Competence in the Microsoft Office software package
<b>Training and experience</b>	Tertiary qualifications in NRM related study. Qualification and /or experience in training and skills development for NRM community. Experience in administrative functions Current driver's licence	First aid qualification

*enquiries: secretary@richmondlandcare.org from January 4 2021*

### **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