



Richmond  
**Landcare**  
Inc.

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## **Position Description**

**Organisation:** Richmond Landcare Inc.

**Position Title:** Project Officer – Lismore LGA

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

### **Position summary:**

Provide support and coordination services to Landcare groups within the Lismore LGA in consultation with Lismore City Council Environmental Strategies Officer.

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

**Hours:** 2.5 days per week. (19.5 hours)

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

**Performance review:** As required

### **Duties**

- Review current status of groups managed under LCC's urban Landcare program, including SAPs, reports, progress, future ideas
- Bring reporting and financial acquittal up to date for all current 2020-21 Urban Landcare group plans
- Prepare 2021-22 program for launch early in next financial year
- Liaise with all Lismore Landcare groups to inform them of new support arrangements & provide ongoing information exchange to/from groups and LCC
- Provide regular communications to Lismore Landcare groups on LCC work as required
- Provide an initial single point of contact for relevant Landcare groups
- Support the connection of residents to Landcare groups and activities, supplying information, contacts, resources and advice as requested where they relate to Landcare, natural resource management and sustainable agriculture
- Identify training and support needs of Landcare groups, identify Community Capacity Building (CCB) opportunities
- Deliver training to Landcare groups to meet identified CCB needs
- Review options for engaging & repeatable safe operations training specific to local needs
- Identify opportunities/needs of Landcare groups and their alignment with LCC priorities
- Develop wish list of collaborative project ideas
- Develop in greater detail one 'shelf project' from this list in readiness for submission to upcoming funding programs
- Support LCC staff to submit funding applications as opportunities arise
- Support the delivery of LCC events including Rural Landholder Initiative field days, including logistics, bookings, coordination, communication and presentation where required
- Advise community groups/individuals on NRM projects and information.
- 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
<b>The specific competencies, knowledge, qualifications, training and experience that are required to fill this role</b>		
<b>Knowledge</b>	Experience in natural resource management, site assessment & plant identification, both native and exotic Experience in NRM report writing Project management skills Knowledge of Landcare funding processes	
<b>Practical</b>	Excellent Communication skills Research skills and applied knowledge Ability to undertake flexible work hours Ability to work unsupervised Demonstrated ability to work as a team Adequate keyboard skills to enable efficient data entry and work completion High level IT skills	Social media  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](mailto:secretary@richmondlandcare.org) from January 4 2021*

## **How to Apply**

Applications are to be sent to [secretary@richmondlandcare.org](mailto: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