

## Projects Officer Position Description

### Background information

Central West Lachlan Landcare (formerly known as Parkes and Districts Landcare) is a community based Natural Resource Management organisation. The Committee oversees the activities of 21 member groups under the Central West Lachlan Landcare umbrella. These activities range from on ground works to improve or protect our natural environment such as tree planting, erosion control measures etc, to education programs for landholders, school children and the community in general. Our aim is to work together with landholders and the urban community.

We are a not for profit organisation who is 100% dependant on external funding, either from grants, sponsorship or donations, to carry out all administrative and program activities. Identifying funding opportunities and securing funding is a major part of the Projects Officers' role. The Projects Officer is one of only two paid positions, the other being a part time Support Officer. Both the Projects Officer and the Support Officer play a large role supporting our Committee and members.

### The Position

At this stage funding is guaranteed for the position until June 2012. It is likely, but not yet certain that these arrangements will continue past these dates.

The Projects Officer is employed by the Central West Lachlan Landcare Committee and answers to that committee. The position is between 7 and 14 hours week @ \$43.65 per hour (gross wage) and hours will be negotiated with the individual applicant. The position requires a reasonable level of flexibility of working hours from the successful applicant to allow attendance at Landcare group meetings as well as field days, training activities etc, which may involve both weekend and evening work at times. Use of the projects officers own vehicle for travel to meetings, field days etc may also be required on occasion.

### Duties

The Projects Officers duties will include, but not be limited to the following;

- Pursue funding opportunities for natural resource management projects for groups within the network, education programs and to funding to sustain the Projects and Support Officer positions;
- Assist Landcare groups and Landholders within the network to plan and conduct future activities;
- Support the Central West Lachlan Committee in their activities and goals, including preparing for and attending monthly Committee meetings;
- Identify and liaise with Schools, Council, CMA's, other government organisations and stakeholders within the wider community;
- Project management of natural resource management projects;
- Implementation of education programs and activities including school based activities, field days, training seminars etc;
- Promote local Landcare and natural resource management activities within the network via compilation of network newsletter, press releases to local media and assistance with weekly radio and newspaper segments.

### Essential Criteria

- Excellent communication skills- both verbal and written
- Sound knowledge of computer programs such as Word, Excel and Outlook.
- Ability to liaise with landholders
- Excellent organisational skills including the ability to work unsupervised, and to meet deadlines
- Good understanding of NRM and environmental issues
- Ability to work flexible hours
- A current drivers licence

**Desirable Criteria**

- Tertiary qualifications in either Environmental or Agricultural Science
- Experience in preparing funding applications
- Experience working with community groups and group facilitation
- Knowledge of and understanding of Landcare
- Initiative, creativity and innovation

**Applications**

Applicants should forward their resume, with a cover letter outlining how they meet each of the Essential and Desirable Criteria by either:

Mail to

Central West Lachlan Landcare Inc  
PO Box 628  
Parkes NSW 2870

OR

Email to

[pdisc@bigpond.com](mailto:pdisc@bigpond.com)

Applications close **9 FEBRUARY 2012**

For further information or to discuss the position, please phone Margot Jolly on 0423 938 145, Marg Applebee on 6862 4914 or email [pdisc@bigpond.com](mailto:pdisc@bigpond.com).