

Project Officer – Environmental Stewardship



POSITION DESCRIPTION

Holbrook Landcare Network is a Not-for-Profit community network based in southern NSW. It is a highly regarded and vibrant rural organisation, with a thirty-year history of managing sustainable agriculture and natural resource management projects.

HLN's goal is to be a dynamic, member driven, nationally recognised, financially stable organisation that creates opportunities to improve natural resource and sustainable agriculture outcomes in the high rainfall mixed farming zone of southern NSW.

The Project Officer position will coordinate and implement a range of project activities related to improving environmental stewardship and ecosystem services on farms in the medium to high rainfall zones of southern NSW. The role provides an excellent opportunity to join a growing dynamic team working closely with leading farmers and industry experts to drive on ground change in the sustainable production of food and fibre.

The Project Officer – Environmental Stewardship position will work under the direction of the Holbrook Landcare Network Executive Officer.

Employment Status	37.5 hours per week <i>* Opportunity also exists for the right candidate to work in a part-time capacity</i>
Tenure	Fixed Term until 30 th June 2024
Location	Preferably Holbrook (working from Holbrook Landcare office) but flexible for the right candidate.
Salary	Annual gross salary of \$75,000 +, plus superannuation <i>**Salary dependent of the candidate's level of experience.</i>
Requirements	Own vehicle: Reimbursement at current tax rate/km will be made

Duties include:

- I. Participate in and lead multi-organisational projects to deliver a range of activities to support land managers and farmers to make informed, evidence-based decisions around the environmental stewardship of their land. These activities may include field days, workshops, demonstration sites, technical support of research trials, extension campaigns and one-on-one landholder engagement, both in the field and online.
- II. Work with various industry professionals to provide landholders and discussion groups with credible and appropriate information around environmental management on farm and ecosystems services including around carbon and biodiversity.
- III. Develop project proposals including sourcing innovative ideas, identifying opportunities, establishing partnerships, defining scope, consulting with members, and writing and submitting funding proposals.

- IV. Manage project delivery including appropriate budget management, planning and meeting milestones, managing project teams, reporting and developing communication products
- V. Work with the farming and Landcare communities to identify needs and priorities and respond to community group and member needs
- VI. Support the Executive Officer to monitor budgets and report on projects as necessary to funders and the community.
- VII. Other duties as required

Required Attributes:

- Knowledge of environmental management on farm and an understanding of the issues and constraints impacting on farming systems of the medium to high rainfall zones of NSW
- Ability to think strategically and to recognise and act on potential opportunities
- Excellent networking, relationship building and people skills, especially relevant to working with farmers and research organisations
- Good verbal and written communication, coordination, administration and computing skills
- Be a good team player
- Can manage time and workload effectively
- Knowledge and experience in carbon and natural capital accounting preferred

Additional Information

- Flexibility in working hours may be required at times to attend meetings and work on activities outside of normal work hours. The position will involve some travel around the region and, very infrequently, overnight stays may be required.
- You may be required to use your own vehicle for work purposes and will need to provide copies of current registration and insurance. Any work-related vehicle use will be reimbursed on a per kilometer basis in line with current Australian Tax Office recommended rates.

APPLICATION PROCESS AND SELECTION CRITERIA

To apply, please provide ALL the following:

- Brief covering letter, outlining why you are seeking this position (1 page maximum)
- Your current resume including contact details for two referees, which should include a current or recent employer or supervisor.
- Your claims against each of the Selection Criteria. Please respond to each criteria directly.
- Complete applications addressed to Alison Southwell by email at office@holbrooklandcare.org.au by 11pm Sunday 10th of July 2022.

SELECTION CRITERIA – Applicants must address each of the essential selection criteria with relevant examples.

Essential

1. Undergraduate qualification and relevant working experience in agriculture, natural resource management, soil management or equivalent.
2. Relevant experience in working with landholders or groups to facilitate decision making regarding on farm practice change and land management.
3. High level interpersonal skills including facilitation, negotiation and ability to work in a team environment, both with project partners and other Holbrook Landcare staff
4. Demonstrated ability in project management including developing and writing funding applications, delivering activities to a timeline, managing budgets, record keeping and report writing
5. Well-developed written and oral communication skills, including competence in the use of Microsoft Office suite, email and online systems.
6. A current drivers license.

Desirable

7. Experience in project leadership
8. Demonstrated understanding of the carbon and/or natural capital accounting and associated land management challenges in medium to high rainfall zones of southern NSW.
9. Un understanding of and/or experience with methodologies for undertaking revegetation works on farm