



Project Manager – NRM

POSITION DESCRIPTION

Holbrook Landcare Network is a Not for Profit community network based in southern NSW. It is a highly regarded and vibrant rural organization with a thirty-five year history 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 the environment and sustainable agriculture in the high rainfall mixed farming zone of southern NSW.

The Project Manager - NRM position will work with the HLN NRM team to innovate, coordinate and implement project initiatives to improve environmental outcomes within farming systems in the high rainfall mixed farming area of the Murray region. This role provides an excellent opportunity to join a dynamic team working closely with leading farmers, researchers and industry experts to drive on ground change in environmental stewardship at landscape scales.

The Project Manager – NRM position will work under the direction of the Holbrook Landcare Network Chief 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 2027 Depending on performance and ongoing funding, this time frame could be extended.
Location	Holbrook (working from Holbrook Landcare office) <i>* Flexible working arrangements can be negotiated</i>
Salary	Commensurate with experience, starting at \$80,000 package (plus Super) per annum. Candidates with five years of more experience in NRM are encouraged to apply for this role with expectations and salaries adjusted accordingly.
Requirements	Own vehicle: Remuneration at current tax rate/km will be made

Duties include:

- I. Lead the HLN NRM team, to deliver a range of activities to stimulate engagement and support land managers to undertake informed, evidence-based land management decisions and conservation practices for a variety of existing and new projects across the Holbrook area, for projects funded by a number of government and philanthropic sources. These activities would include field days, workshops, demonstration sites, research activities, development of extension materials and one-on-one landholder engagement.
- II. Work with the farming and Landcare communities to identify needs and priorities within the region, and build opportunity to meet those needs
- III. Develop partnerships with funding agencies, industry professionals and the NRM community to build or further the region's NRM strategic direction
- IV. Develop project proposals including sourcing innovative ideas, identifying opportunities, establishing partnerships, defining scope, consulting with members and writing and submitting funding proposals.
- V. Assist with the delivery of Local Landcare coordinator services within the HLN footprint.
- VI. Manage project delivery including appropriate budget management, planning and meeting milestones, managing project teams, reporting and developing communication products.
- VII. Support the CEO to monitor budgets, support staff and report on projects as necessary to funders and the community.
- VIII. Other duties as required

Required Attributes:

- Technical knowledge of grassy-box woodland and other local SW Slopes ecosystems, their species and their management
- Developing or established NRM networks, accompanied by high-level networking, relationship building and people skills, especially relevant to working with land managers and research organisations
- Ability to think strategically and to recognise and act on potential opportunities
- Project management skills
- High-level verbal and written communication, organisation, administration and computing skills
- Capacity to lead a team

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 may involve some travel around the region and, very infrequently, overnight stays may be required.
- A 4WD work vehicle is available for use for work-related activities. However, occasionally, 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 SHADS award required 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 by email at ceo@holbrooklandcare.org.au by 11pm Sunday 25th of May 2025.
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SELECTION CRITERIA – Applicants must address each of the essential selection criteria with relevant examples.

Essential

1. Undergraduate qualification and relevant working experience in environmental management or equivalent.
2. Demonstrated knowledge of grassy-box woodland and other local ecosystems and their associated land management challenges and practices, especially as relevant for the eastern Murray region.
3. Relevant experience in working with landholders and/or community groups to facilitate decision making regarding on farm practice change and land management.
4. High level interpersonal skills including facilitation, mediation, empathy and ability to build rapport with a wide diversity of stakeholders.
5. Proven expertise in project planning, management, record keeping and report writing and grant writing.
6. Well-developed written and oral communication skills, including competence in the use of Microsoft Office suite, email and online systems.
7. A current driver's license.

Desirable

1. Demonstrated leadership and team management skills
2. Demonstrated networks within the NRM sector and ability to leverage these networks to build opportunity, collaborative partnerships and new strategic initiatives for the sector.
3. GIS mapping skills