



Position Description - State Landcare Coordinator Landcare Association of South Australia

1. Position Details

Salary	\$65,000 - \$76,000 per annum plus superannuation. Negotiable based on experience and qualification.
Position Specifications	Full-time or part-time (negotiable). 12 months initial contracted position. Immediate start. This position is ongoing subject to funding availability.
Location	Working from home with travel across South Australia. Home location negotiable within South Australia.
Reports to	Executive Officer
Further Information	Please contact Eleanor Pratt, Executive Officer at execofficer@landcaresa.asn.au or 0477 017 325.
Applying for the Position	To apply, please provide: <ol style="list-style-type: none"> 1) Cover letter outlining why you would like the position, preference for a full-time or part-time position, and briefly describing your competencies for the position (1 page maximum) 2) Statement addressing the key selection criteria (3 pages maximum) 3) Current CV (4 pages maximum) 4) Contact details for two referees Applications to be emailed to Eleanor Pratt, Executive Officer at execofficer@landcaresa.asn.au
Closing Date	Applications must be received by midnight Sunday 8 th January 2023.

2. Position Purpose

The State Landcare Coordinator will support Landcare groups and Landcarers around South Australia to build capacity and resilience, and to enable groups to undertake works that protect, enhance and restore the land and natural environment.

The State Landcare Coordinator will work closely with the Executive Officer to focus on capacity building in the Landcare community, to enable groups to successfully deliver projects, leverage existing funding streams and become more sustainable.

This position is a part of the Care for Landcare program funded by the South Australian Department for Environment and Water.



3. About the Organisation

The Landcare Association of South Australia (LASA) is the peak body for Landcare representation and advocacy in South Australia (SA). We are a membership-based organisation that works in sustainable agriculture and conservation of the natural environment. LASA currently has 61 member groups of varied size, complexity and geographic locations across SA, as well as 160 individual members.

The LASA team includes an Executive Officer, external contracted Financial Officer and a volunteer Management Committee who are representative of the SA Landcare community. We are a member of the National Landcare Network, alongside the other State and Territory Landcare peak bodies.

LASA staff enjoy flexible working arrangements, including the ability to work from home and to adapt your working hours to suit you. LASA is a values-driven organisation, committed to inclusivity and diversity in both our staff and Management Committee and to promoting and supporting sustainable land management in South Australia. Our [2021 – 2025 Strategic Plan can be viewed here](#) and our [2021-22 Annual Report here](#).

4. Job Specifications

a. Responsibilities and Duties

i. Undertake community engagement, collaboration and partnership building

- Foster strong working relationships and networks with existing and potential Landcare groups, key partners, sponsors and stakeholders to continue to grow the opportunities for LASA and our members. This will include regular travel to visit Landcare groups and partners in person.
- Support and increase engagement in Landcare and LASA activities and offers.
- Facilitate information sharing, cooperation, collaboration and networking among LASA members, Landscape Boards, Indigenous groups and other potential partners/stakeholders to support the planning and development of on-ground projects.

ii. Facilitate networking, capacity building and learning

- Assist with LASA communications including content creation for social media, newsletters and the LASA website.
- Keep LASA members informed by disseminating relevant opportunities for training, workshops, engagement and funding.
- Organise capacity building workshops and training for LASA members in areas of key needs to increase Landcare group resilience and longevity.
- Provide advice and some assistance to LASA members in grant writing and reporting.
- Assist LASA and LASA members to identify opportunities to leverage existing funding for continued and new prospects.
- Actively engage with LASA members to provide effective and sustainable support and oversee responses to member enquiries.



- Increase cultural awareness of groups and support their collaboration and partnerships with Traditional Owners.
- Encourage and support development of groups where none exist or those that are currently inactive or at risk of becoming inactive.

iii. Assist with internal representation and reporting

- Represent LASA as required in external forums and processes.
- Regular reporting to the LASA Executive Officer and Management Committee with an expectation of attending monthly after-hours meetings.

b. Reporting and Working Relationships

The State Landcare Coordinator reports to the LASA Executive Officer for day-to-day line management, performance, targets and direction. The State Landcare Coordinator will also liaise with the LASA Chairperson as needed and attend meetings of the Management Committee.

Constructive working relationships will be developed with a range of partner organisations to enable a coordinated approach to supporting Landcare groups and volunteers across SA. Specifically, the LASA State Landcare Coordinator will work in close consultation with:

- LASA Executive Officer, Chairperson and Management Committee,
- Landcare groups and Landcarers across South Australia,
- Aboriginal groups,
- Environmental and primary producer not-for-profit organisations,
- Schools and educational institutions,
- Landscape Boards and their representatives, and
- Local government bodies, among others.

c. Special Conditions

The appointment is for an initial period of 12 months with an immediate start and possible continuation dependent on satisfactory performance. The appointment is subject to a three-month probationary period and the availability of on-going funding.

The State Landcare Coordinator will be required to undertake travel within South Australia, including overnight stays and some work outside of normal business hours.

A current South Australian C class driver's licence is essential.



5. Key Selection Criteria

a. Essential

i. Education

- Tertiary qualifications in a relevant discipline in conjunction with 3+ years of professional experience, or significant equivalent professional experience in a relevant field. Relevant disciplines and fields include agriculture, environmental science, conservation, natural resource management, volunteer support, communications or similar.

ii. Skills and Experience

- Highly developed interpersonal skills including the ability to work and network effectively and respectfully in teams and with a broad range of stakeholders and people.
- Strong organisational skills and a demonstrated ability to effectively plan, prioritise and coordinate tasks to achieve agreed deadlines.
- Demonstrated ability to coordinate groups of people, particularly volunteers, for the successful completion of projects or tasks.
- Demonstrated ability to be self-motivated, show initiative and work independently.
- Strong written communication skills including the ability to write reports, papers and funding applications using clear, concise and grammatically correct language, with a high level of attention to detail.
- Proficient in the use of standard office software applications (i.e., Office 365) and interest and aptitude in utilising digital technologies such as a customer relationship management (CRM) software.
- Ability to work collaboratively with groups, government/agency staff, farmers, rural landowners, and/or community members to develop partnerships, plan projects, and deliver community engagement and capacity building events and activities.

iii. Additional Requirements

- Has a strong interest in and commitment to local environmental and agricultural land management issues.

b. Desirable

- Previous experience working with volunteers and/or in a member-based or not-for-profit organisation.
- Experience with key communication tools including social media, WordPress and Mailchimp.



6. Performance Indicators

Appointment will be subject to a three-month probationary period, at the end of which a Performance Review will take place. Annual assessment of the key roles and responsibilities and required personal and professional attributes outlined in this position description will also be conducted. In addition to reviewing performance, the annual assessments provide an opportunity to ensure role clarity, revise the position description and key performance activities/measures and set development objectives and goals for the year ahead.

7. Other Relevant Information

This is a new position developed under the Care for Landcare program. As such, the position description may be amended by the Executive Officer and Management Committee if required. Any changes will be made in consultation with the employee.

To assist with good work practices the State Landcare Coordinator will participate in regular internal one-on-one review meetings with the Executive Officer and/or the Chairperson of LASA.

LASA strives to create a diverse working environment and is proud to be an equal opportunity employer. We strongly encourage diverse candidates to apply, including women, Indigenous people, people from multicultural backgrounds, members of the LGTBQI+ community, people with disability and young and mature-aged people. All qualified candidates will be considered without regard to these personal aspects.

We are committed to providing a safe and healthy work environment free from discrimination, harassment or bullying. You are required to comply with the LASA Workplace Harassment and Bullying Policy and Code of Conduct and contribute to and maintain a safe workplace environment.