



Title: Landcare Project Officer

Organisation: Hunter Region Landcare Network

Location: working across the Hunter region, (office bases at the Hunter Wetlands Centre and Muswellbrook Sustainability Hub)

Salary: casual, \$30 - \$36 per hour depending on level of experience.

Hours: min 7.5 hours per week with additional various and irregular hours for delivery of events.

Duration: up to 30 June 2023

About the position

We are looking for an enthusiastic person with experience in community engagement and education, project management, and solid administration skills, with a genuine interest in Landcare conservation and land management, community engagement and education.

The Landcare Project Officer will be required to:

- Organise and deliver workshops and events for the community in collaboration with our partner organisations,
- Develop educational materials for workshops, events, and field days,
- Manage booking register and participant evaluations,
- Project management to report on budget and deliverables as per funding deeds,
- Work independently under the guidance of the Regional Coordinator, work alongside our Local Coordinators in the delivery of Landcare projects and programs.

Selection Criteria

Essential:

- Tafe qualifications in conservation/ environment/ science related field.
- Proven track record in project and/ or event management.
- Report writing for a variety of partners and stakeholders.
- Experience in community engagement and education.
- Strong written and verbal communication skills, including public speaking.
- Drivers Licence and comprehensively insured vehicle.
- Ability to attend meetings and workshops out of normal work hours.
- Proven genuine interest in Landcare conservation and land management, community engagement and education.

Desirable:

- Experience in setting up and maintaining budget spreadsheets.
- WHS and/ or First Aid Certificates.
- Experience in procurement.
- Experience with project management software.

Additional information:



- This role is 75% office based, 25% in the field.
- You will be required to use your own vehicle for work purposes and provide us with copies of comprehensive vehicle insurance. You will be reimbursed on a per km basis.
- You will be required to wear a uniform whilst on duty.

About the Hunter Region Landcare Network

The Hunter Region Landcare Network Inc. (HRLN) represents community-based Landcare in the Hunter Local Land Services region of NSW, in partnership with the Mid Coast to Tops Landcare Connection. As not-for-profit organisations, we attract funding to support all of our Landcare groups and volunteers across the region, work with all levels of government, and collaborate with stakeholder groups to deliver sustainable natural resource management for the region.

How to apply for this position:

Please fill in the application form [here](#) addressing the selection criteria, and to upload your CV.

Enquiries should be addressed to:

Henrietta Mooney, Regional Landcare Coordinator
regionalthunterlandcare@gmail.com M: 0418 399 281

Short deadline - closing date for applications 4pm, Wednesday 26th January