

FAR EAST VICTORIA LANDCARE Inc

A0050688L



POSITION DESCRIPTION

POSITION TITLE: Far East Victoria Landcare Facilitator and Program Manager

TENURE: Full Time

LOCATION: 84a Nicholson St Orbest 3888

DATE APPROVED: Dec 2022

ORGANISATIONAL OBJECTIVES AND STRUCTURE

ORGANISATIONAL OBJECTIVES

By taking a whole-of-community approach, FEVL not only works to enhance the natural environment and sustainability of agriculture and land use, but also addresses issues affecting the social capacity of communities of the region.

FEVLs vision is to support its member groups to be vibrant, innovative and influential in their local communities and be recognised as an organisation that provides strong leadership on environmental health and the agricultural sustainability of far east Victoria.

FEVL aims to contribute to this vision by:

- Providing support to member Landcare groups
- Sourcing information on natural resource management and sustainable agriculture to members and the broader community
- Advocating for community interests at a regional, state and national scale
- Creating and supporting social networks
- Building the skills and knowledge of the community
- Promoting Landcare participation/volunteerism
- Planning and managing projects at a network scale
- Building partnerships with other organisation that complement our purpose
- Matching groups and network priorities to investment opportunities.

ORGANISATIONAL STRUCTURE

Local Landcare groups

Membership of FEVL Inc comprises local Landcare groups within the Far East Gippsland Catchment area.

FEVL recognizes and respects that local Landcare Groups are independent entities.

FEVL Inc - Committee of Management (CoM)

This Committee is responsible for the overall strategic operation of the network. Each Landcare group is entitled and encouraged to nominate two members/delegates to represent their local group on FEVL Committee of Management

POSITION OBJECTIVES

This position will provide the necessary strategic coordination and planning support to the Far East Victoria Landcare Network and Landcare community to ensure good governance and continued success within the context of an evolving natural resource management and social environment.

The primary roles of the Landcare Coordinator are to:

- Provide appropriate support and co-ordination to assist FEVL, other staff and its member groups in their endeavours
- Facilitate opportunities for the effective and efficient delivery of priority programs
- Support the Network and its member groups to meet their governance responsibilities.

ORGANISATIONAL RELATIONSHIPS:

Reports To:

- This position will report directly to the President of FEVL
- The position is ultimately responsible to the FEVL Committee of Management

Responsible For:

- On a day to day basis be responsible for monitoring and guiding the performance of FEVL staff. Where necessary seek the support of the FEVL HR sub-committee or President

Internal Liaisons:

- Landcare Group executives
- Landcare Group members
- Staff members

External Liaisons

- Regional Landcare Coordinator
- EGLN and SRILC Landcare staff
- Regional Authorities/Government Departments
- Other Landcare organisations
- Other Landcare professionals
- Other NRM organisations
- Non-Government organisations
- Professional organisations
- Private Corporations and Industry
- Community Groups
- Members of the Public
- Contractors & Consultants
- Relevant Media Organisations
- Schools and Tertiary Institutes
- Researchers and relevant scientists

KEY OUTPUT (ACCOUNTABILITY) AREAS

FEVL Inc applies a ground up approach, empowering the local community to develop local solutions to local problems. To achieve this the Far East Landcare coordinator's priority tasks will include:

- Assisting the community to plan and implement on-ground projects in natural resource management and sustainable agricultural practices.
- Enabling the implementation of priority on ground works which include revegetation programs, pest plant and animal management, waterway protection and erosion control.
- Coordinating technical and extension expertise that will deliver training and transfer specialist skills to land managers and other community sectors.
- Working with the community to ensure project monitoring, evaluation and reporting is effectively undertaken.
- Working with the community to coordinate and provide appropriate capacity building, education and natural resource management training opportunities.
- Assisting groups and network to match priorities to investment opportunities
- Working with stakeholders to form and maintain effective community networks.
- Working with groups and community to develop and maintain partnerships with relevant agencies and organisations; and
- Working to increase the numbers and diversity of community members working in Landcare and natural resource management projects.

KEY SELECTION CRITERIA

- Demonstrated knowledge and understanding of the issues related to community capacity and social change
- Demonstrated understanding of community engagement processes including effective participatory and consultation processes
- High-level verbal and written communication skills and the ability to deal with a wide range of individuals and organisations
- The ability to lead, motivate and manage staff and volunteers
- Well-developed time management, planning and priority setting skills
- Capacity to work autonomously, with limited supervision, as well as part of a team
- High level of competence in problem solving, and in seeking and applying innovative solutions
- Demonstrated ability in project management, strategic coordination, strategic planning and the provision of strategic advice relating to either social capacity building and/or natural resource management programs.

OTHER RELEVANT INFORMATION

- Far East Victoria Landcare Inc. is an Equal Employment Opportunity Employer.
- The successful applicant will be subject to a probation period of 3 months.
- A current licence to drive a motor vehicle is required
- Attendance at after hours meetings may be required