

Job Description

December 2024

Mid Coast Landcare Support Officer (MSO)

Employer / Host Organisation	Mid Coast 2 Tops Landcare Connection (MC2T)
Location	Mid Coast stretches from Hawks Nest in the south to Johns River in the north and west to Barrington Tops and Tapin Tops. The employee may work from home or be based at an allocated working space.
Funding Source	This position is funded by the NSW Government under the NSW Landcare Enabling Program (LEP), a collaboration between Local Land Services and Landcare NSW Inc. to June 30 2027. The role is for 30.5 hours per week, contracted to commence as soon as possible. You may be offered work of additional hours up to a maximum of 38 hours per week (SCHADS), in projects with other funding sources.
Industrial instrument and role classification	Social, Community, Home Care and Disability Service (SCHADS) Industry Award. Role classification is Level 4, starting at Pay Point 1. Hourly rate is \$43.08
Outline of duties	The MSO is expected to: <ul style="list-style-type: none"> • focus on administration, processes and streamlining of systems in MC2T to create a smooth and efficient office to help to deliver against the target outcomes of the LEP • assist with MC2T's policy database and implementation, insurance and membership administration. • act as the main interface between the Landcare NSW (LNSW) Shared Services Hub and MC2T, including assisting with general HR and digital platforms. • work with the MidCoast Regional Landcare Coordinator (RLC), Local Landcare Coordinators (LLCs), Project Officers (funded outside the LEP), Landcare groups and organisations in the district, to support and empower them to achieve their goals as well as grow grass-roots Landcare. • directly interact with Landcare groups, partners, and agencies at the district scale, on behalf of the MC2T Committee and RLC when requested.

- collaborate with a range of Landcare support mechanisms including other LLCs, support staff, Landcare Committees, Local Government and Local Land Services.

Additional hours for project management may be undertaken by the same person where these hours are funded by other projects or other partners.

Key Deliverables of the MSO

- support the operations and administration relating to the day to day running of MC2T,
- assist with MC2T's timesheets, payroll and accounts
- support LLCs and Project Officers in organising and delivering events and projects,
- assist the organisation to conduct its business in accordance with its established policies and procedures,
- regularly informing the MC2T Committee to ensure the organisation can meet its governance obligations,
- provide a relevant interface between the MC2T Committee and staff,
- regular communication with the community, Landcare members and volunteers, which includes coordinating social media and website, for the promotion of Landcare events and achievements,
- assisting in recruitment of additional staff, including advertising and managing the recruitment process,
- develop and coordinate databases of information from Landcare to utilise in projects,
- create timelines and outcomes for the Landcare projects and requirements,
- supporting in engagement with various stakeholders, partners and funding bodies,
- assistance in grant writing and submissions,
- develop and maintain a membership database, and help to onboard new members if needed,
- administration assistance with the Indigenous Engagement Officers to ensure the components of the Indigenous programs/ projects are incorporated into the activities of the district and region.

Reporting/
Supervision
arrangements

Position reports directly to a nominated member of the MC2T Committee, and is supported by the MC2T Committee, and the Regional Landcare Coordinator.

Links to existing
programs

The role will be working in a broader Landcare network, with support available. The MSO will work closely with RLC and other MC2T staff, along with a broader network of Landcare & LLS staff across the Hunter and Mid Coast and surrounding regions.

<p>Skills & competencies</p>	<p>Essential skills</p> <ul style="list-style-type: none"> ● strong administration and office management skills e.g. proficient with Google Drive & Microsoft Office products and familiarity with Xero for payroll and accounts, ● strong interpersonal skills – ability to liaise and engage with a broad range of people effectively and maintain relationships, ● strong time management and work efficiency skills, ● strong communication skills both oral and written, ● enthusiasm to work as part of a team, with flexibility. <p>Highly desirable:</p> <ul style="list-style-type: none"> ● proactive, with a community minded attitude, ● excellent attention to detail, ● ability to stay calm under pressure, ● experience in grant writing for successful outcomes, ● excellent networking and stakeholder engagement skills, ● interest in local environmental issues, conservation, agriculture, and cultural land management practices, ● media skills - ability to create and implement communication across social media and websites on various platforms ● experience with membership systems.
<p>Requirements</p>	<ul style="list-style-type: none"> ● Current driver's licence. ● Own vehicle that can be used for work purposes, 4-wheel drive is useful but not mandatory. Copies of current Registration and Comprehensive or at least Third-Party Property insurance policies must be provided. Vehicle use will be reimbursed on a per kilometre basis at standard Australian Taxation Office (ATO) rates, or SCHADS Award vehicle allowance, whichever is the higher. ● First Aid Certificate. ● Working with Children Check or willingness to obtain.
<p>Selection Criteria</p>	<p>Please address each of the following criteria:</p> <ol style="list-style-type: none"> 1. Demonstrated well developed written and oral communication skills, including competency in the use of Microsoft Office suite including Word, Excel, Outlook etc. 2. Proven expertise in office management and administration including HR and recruitment skills. 3. Demonstrated skills in time management, record keeping and report writing.

	<ol style="list-style-type: none"> 4. Proven ability to work with a range of stakeholders i.e. NGOs and Government . 5. Ability and willingness to work outside office hours from time to time, to contact landholders and attend community group meetings. 6. Ability to travel from time to time.
Additional Information	<p>Attendance at meetings outside of normal work hours may be required.</p> <p>Travel around the region and infrequent travel and overnight stays further afield may be required.</p> <p>You will be offered an MC2T debit card to cover expected/approved expenditure for which detailed receipts must be supplied immediately.</p> <p>A mobile phone, computer and software can be provided under LEP.</p> <p>Under LEP, each role has been allocated \$5000 Professional Development, pro rata (LEP)- for this role of 0.875, 25% can be accessed from each of the financial years of the contract.</p>
To apply for the position	<p>To apply, please provide the following:</p> <ol style="list-style-type: none"> 1. Brief covering letter, outlining why you seek this position (1 page). 2. Your current CV/resume (4 pages maximum). 3. Your claims against each of the selection criteria (4 pages maximum). 4. Contact details for 2 referees, which should include a current or recent employer or supervisor. 5. Applications to be emailed to secretary@midcoast2tops.org.au
Closing Date	Applications must be received by 5pm January 10th , 2025