

Position Description – Communities of Practice Coordinator

Position Title	COMMUNITIES OF PRACTICE COORDINATOR
Employer	Watershed Landcare Group Inc
Location	Mudgee Region – Flexible work from home
Classification/Tenure	Part-time position
Organisation Profile	<p>Watershed Landcare is a community Landcare group encompassing the towns and surrounding villages of Mudgee, Kandos, Rylstone and Gulgong in the Central Tablelands of NSW. Our area covers approximately 900,000 ha of Wiradjuri Country, stretching to Gulgong in the North, Burrendong Dam in the west, the Turon River in the south and the Wollemi National Park in the east. Watershed Landcare is an ever-growing community of over 380 Members! Coming from every walk of life and interest; our community is made up of large & small landholders, urban dwellers, and environmental enthusiasts operating a variety of businesses, rural lifestyles and with a broad range of interests and participation levels! We all share a common curiosity in finding smarter, more sustainable ways to do things. We bring innovation, education and support to our community so we can all grow and change for the better!</p>
Position/Role Objectives	<p>The Local COP Coordinator is responsible for the administration and coordination of the Communities of Practice within Watershed Landcare and assisting with general admin and communications.</p> <p>Our Communities of Practice (CoP's) are special interest groups of people who share a common interest and gather to improve their skills and knowledge while collaborating across various locations around the Mudgee Region.</p> <p>Local COP Coordinator will work with the Local Landcare Coordinators, Committee, members and community groups (CoP's) to support and deliver target outcomes.</p>

	<p>Supported by the Local Landcare Coordinators the CoP Coordinator will work to deliver a program of educational, social and interactive events, meetings and workshops reflective of the CoP needs and interests.</p> <p>Secondly the CoP Coordinator's role is to support the Local Landcare Coordinators in day-to-day tasks complimentary to their role as CoP Coordinator such as promotion of events, on-ground support at events and admin tasks.</p> <p>Key Deliverables of a Regional Admin Support Officer</p> <ul style="list-style-type: none"> • Administration relating to the day to day running of the CoP's • Regular communications with group members and volunteers, through social media and email newsletters • Coordinating and organising group events and activities • Monitor, evaluate and report on activities and outcomes • Attend organisational meetings • Create timelines and outcomes for the CoP's • Managing priorities and outcomes relating to the strategic plan of Watershed Landcare. • Engage with various stakeholders, collaborators and experts to create an engaging and relevant program. • Facilitate linkages between Landcare activities/projects, Local Land Services and Landcare NSW • Promote events through various media channels such as social media, newspaper articles, email newsletters and print media • Efficiently use organisational systems for website management, data and storage of files & photos • Respond to general enquiries
Reporting/Supervision arrangements	Position reports to the Local Landcare Coordinator's and Committee
Competencies	<ul style="list-style-type: none"> • Strong administration and office management skills. • Strong communication skills both oral and written. • Proactive, with a community minded attitude. • Project and time management skills. • Excellent attention to detail and the ability to stay calm under pressure. • Experience in grant writing for successful outcomes (advantageous) • Excellent networking and stakeholder engagement skills • Strong interest in, and commitment to, local environmental and agricultural land management issues. • Flexible about their working hours over the period of employment. • Current driver's licence and own means of transport

<p>Selection Criterion</p>	<ol style="list-style-type: none"> 1. Sound understanding of natural resource management issues in the region and empathy with the local community. 2. Demonstrated well developed written and oral communication skills, including competency in the use of Word, Excel, email, Publisher, and the internet. 3. Proven expertise in office management and admin including HR and recruitment skills. 4. Demonstrated skills in project planning, management, record keeping and report writing and grant writing. 5. Proven ability to work with Government agencies, community groups and landholders, including schools and indigenous groups. 6. Ability and willingness to work outside office hours from time to time, to contact landholders and attend community group meetings. 7. Experience in Natural Resource Management, Environmental Science, Sustainable Agriculture or similar. 8. Ability to travel from time to time. 9. Current Driver's License.
<p>Additional Information</p>	<p>Watershed Landcare is an equal opportunity employer, with employment under the organisation's standard employment agreement or as negotiated. Attendance at meetings outside of normal work hours may be required.</p> <p>Travel around the region and infrequent travel and overnight stays interstate may be required.</p> <p>You will be required to use your own vehicle for work purposes and provide us with copies of current Comprehensive or at least Third-Party Property insurance policies for your vehicle. Vehicle use will be reimbursed on a per kilometre basis at the rate set down by the Australian Taxation Office.</p> <p>For further information about the position please contact – Brooke (0413 773 913) or Maddi (0413 912 250) on info@watershedlandcare.com.au</p>
<p>To apply for the position</p>	<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. Contact details for two referees, which should include a current or recent employer or supervisor. 4. Applications to be emailed to info@watershedlandcare.com.au
<p>Closing Date</p>	<p>Applications must be received by 11th Sept 2024</p>