

EXECUTIVE OFFICER

POSITION DESCRIPTION



Murrumbidgee Landcare Inc (MLi) is a not-for-profit, community organisation. MLi was formed in 1997 as an umbrella organisation to represent the 15 community Landcare Networks in the Murrumbidgee catchment. MLi's goals are to:

- Support the Landcare Networks
- Broker strategic alliances for projects to further the environmental goals of the Landcare community
- Promote Landcare and seek opportunities to educate the broader community about the Landcare ethos

MLi seeks to employ a part-time Executive Officer to be based at the MLi office at the Wagga Agricultural Institute, Pine Gully Road, Wagga Wagga.

The successful applicant will be responsible for working directly with the volunteer executive to:

- develop and implement activities to realise strategic goals of the organisation
- liaise with community groups, government agencies and other organisations to broker partnerships and projects to achieve community and environmental goals
- manage project contracts, accounts and reporting
- organise, service and document committee and steering committee meetings
- liaise with Landcare networks to ensure efficient, effective communications across the catchment
- assist with the establishment of web delivered communications and contacts systems

The successful applicant will have:

- good written and verbal communication skills
- an appreciation of the work of community volunteers and their issues
- an appreciation of the NRM issues and the various government and non-government organisations involved in addressing NRM issues
- an appreciation and understanding of key issues facing farmers and land managers in rural and regional areas
- competent computer, web and email skills
- an ability to work in a small-office situation with minimal supervision, reporting to an executive committee and servicing inquires from land managers and the public
- experience with project management

It is desirable that the successful applicant will have:

- A familiarity with a project-based system of funding improvements in natural resource management on public and private lands by the Australian Government (eg. Caring for Our Country) and the NSW Government, including through Catchment Management Authorities
- an understanding of the procedures of incorporated associations
- An understanding of a MERI-based system (Monitoring, Evaluation, Reporting and Improvement) for managing natural resource management projects.

The position is based in Wagga Wagga for 15 hours per week up to 30th June 2013, with scope for continuing employment and increasing employment hours beyond this date. Working hours are flexible but the Executive Officer must be available for quarterly meeting dates.

Further information

Ted Wolfe, Chair

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Closing date: Thursday 12th April 2012

Applications may be submitted:

By post - P.O.Box 710, Wagga Wagga, NSW

By email - office@murrumbidgeelandcare.asn.au