Landcare Facilitator Position Description Template

*for Groups and Networks*

## Position purpose

The [Organisation Name]’s Landcare Facilitator will support Landcare and environmental volunteer groups/networks within the (Name) area to build capacity and resilience, and to enable groups/networks to undertake works that protect, enhance and restore the land and natural environment.

The Landcare Facilitator role will have a strong focus on building group and network capacity, rather than dependency, to enable groups and networks to become sustainable.

Community engagement experience, natural resource management knowledge, communication skills, stakeholder management, planning and computer literacy are required, along with a collaborative, engaging approach. Previous experience working with Landcare, Friends of groups, or other environmental volunteer groups, is desirable.

This position is funded by the Department of Environment, Land, Water and Planning’s (DELWP) 2021-24 Victorian Landcare Facilitator Program.

## Position details

|  |  |
| --- | --- |
| **Position title:** | Landcare Facilitator  |
| **Position number:** | Position number |
| **Salary:** | Salary + Superannuation |
| **Employment type:** | Type of work (e.g. part-time)  |
| **Hours of Work** | Weekly hours |

|  |  |
| --- | --- |
| **Organisation:** | Name of organisation  |
| **Work location:** | Address of workplace |

|  |  |
| --- | --- |
| **Reports to:** | Name of manager |
|  |  |
| **Further information:** | Key contact name, email and phone number (can be the same as the manager) |

## About the organisation

[Description of the organisation].

For example:

The [Organisation Name] was established in [year], it covers a geographic area of (X) hectares and has (X) member groups and (X) members. Projects undertaken by (Organisation Name) and its member groups include (XXX). (provide website links, if appropriate)

The Landcare Facilitator will support the [Organisation Name]’s [XX] member Landcare groups:

* [Supported Landcare groups]

The (Organisation Name) is managed by a volunteer committee comprised of representatives from its member groups. Collectively the network’s member groups have [XX] members.

## Key stakeholders

The Landcare Facilitator will provide support services to the [Organisation Name] and its member groups, and rural landholders.

**Manager**

The Landcare Facilitator will report to [Name], (Position Title) who has been appointed by the [Organisation Name]’s committee to manage and oversee the role.

The Landcare Facilitator will meet fortnightly (or more frequently, if required) with the Manager to check on progress, and to plan and report on the delivery of the work priorities. The Manager can also provide guidance and support for any work-related HR or safety matters.

**Committee**

The Landcare Facilitator will also attend and provide [frequency] reports to the committee of the [Organisation Name] who will prepare and oversee the implementation of the 2021-24 Landcare Facilitator Work Plan.

**External Liaisons**

The VLandcare Facilitator will develop and foster good relationships with the [Organisation Name] and its member groups.

The Landcare Facilitator will also develop and foster effective collaborative relationships with government, agency and other Landcare staff, including:

* DELWP’s Victorian Landcare Program staff
* (Name) Catchment Management Authority, including Regional Landcare Coordinator
* Local government environment staff
* [External key contacts (example: Traditional Owners)]

## Accountabilities

The 2021-24 Landcare Facilitator Work Plan will guide the work of the Landcare Facilitator and has six Key Work Areas.

The Key Accountabilities below (from DELWP’s 2021-24 Landcare Facilitator Work Plan for the position) outline the main outputs required of the Landcare Facilitator over the term of the contract, and include:

1. **Support the development of on-ground natural resource management projects**
* 1.1 Assist with the identification, planning and development of on-ground projects for delivery by Landcare and environmental volunteer groups/networks and private landholders, that help deliver on local plans (e.g. group/network plans), regional plans (e.g. Regional Catchment Strategies), and key State-wide plans (e.g. Biodiversity 2037).
* 1.2 Support the planning and development of on-ground projects and activities that achieve multiple benefits (i.e. biodiversity, climate change resilience, and sustainable land management).
* 1.3 Facilitate access by groups/networks/landholders to natural resource management information, expertise and other resources to support the planning and development of on-ground projects.
1. **Secure project grants and leverage other funding**
* 2.1 Identify and promote grants and funding opportunities that support activities to increase the health of the environment.
* 2.2 Facilitate Landcare and environmental volunteer groups/networks to apply for and secure funding for projects.
1. **Undertake community engagement, collaboration and partnership building**
* 3.1 Promote and provide opportunities for broad and diverse community participation (e.g. engaging culturally and linguistically diverse communities and youth) in Landcare and environmental volunteering activities.
* 3.2 Engage landholders and land managers in the adoption of best practice sustainable land management.
* 3.3 Facilitate information sharing, cooperation, collaboration and networking among Landcare and environmental volunteer groups/networks, Landcare staff (e.g. Landcare facilitators and Regional Landcare Coordinators), and the broader natural resource management sector.
* 3.4 Support the development of local partnerships and collaboration with other community organisations, universities/schools, and corporates to increase awareness of, and involvement and participation in, Landcare and environmental volunteering activities, including on-ground projects.
* 3.5 Submit at least one nomination for each round of the Victorian Landcare Awards and raise awareness of the Landcare Awards.
* 3.6 Increase Aboriginal cultural awareness of groups/networks and support their collaboration and partnerships with Traditional Owners. (if applicable)
* 3.7 Facilitate the establishment of new Landcare and environmental volunteer groups/networks in gap areas (i.e. where there are currently no groups/networks), and/or support the revival or re-activation of groups/networks that are currently inactive or at risk of becoming inactive. (if applicable)
1. **Build local community capacity to enable groups, networks and communities to be resilient**
* 4.1 Increase the provision of information to Landcare and environmental volunteer groups/networks by keeping them informed of learning, training, funding, and other opportunities.
* 4.2 Assist with the planning, development and delivery of knowledge and capacity building activities, such as courses, workshops, seminars, field days, and social media campaigns.
* 4.3 Promote and demonstrate to Landcare and environmental volunteer groups/networks how to effectively use communication channels, including social media, e-newsletters, webinar portals, Victorian Landcare Gateway, and the Victorian Landcare and Catchment Management magazine.
* 4.4 Assist Landcare and environmental volunteer groups/networks to function effectively and efficiently through the adoption of appropriate governance processes and procedures.
* 4.5 Support Landcare and environmental volunteer groups/networks with their responses to natural disasters and the effects of climate change (if applicable).
1. **Assist with planning and priority setting processes**
* 5.1 Assist Landcare and environmental volunteer groups/networks to develop or review their action/strategic plans, and to ensure these plans reflect the contemporary strategic directions and challenges facing Victoria’s environment, including climate change.
* 5.2 Assist with the development of property plans focused on sustainable land management.
* 5.3 Promote awareness of Traditional Owners’ aspirations and Whole of Country Plans and support Traditional Owners participation in the planning of on-ground works on Country (if applicable).

**6. Assist with monitoring, evaluation, and reporting**

* 6.1 Support Landcare and environmental volunteer groups/networks to fulfil their reporting requirements in a timely manner.
* 6.2 Support Landcare and environmental volunteer groups/networks to complete the Victorian Landcare Program’s annual Group Health Survey, ensure the details of all the groups/networks the Landcare facilitator supports are up to date on the Victorian Landcare Gateway, and liaise with the Regional Landcare Coordinator to ensure accurate and consistent data collection, including changes to Landcare group/network boundary maps.
* 6.3 Assist Landcare and environmental volunteer groups/networks to evaluate annually their activities, and review (and when required establish improved) processes for the monitoring of and reporting on projects.

**Note:** The Landcare Facilitator is not responsible for administrative tasks associated with the day-to-day operation of a group/network, such as taking meeting minutes, or managing on-ground projects and their budgets. These tasks are not supported under the 2021-24 Victorian Landcare Facilitator Program.

## Selection criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise**

* Tertiary qualification(s) in community development, natural resource management or similar field, are essential.
* At least three years relevant experience is desirable.

**Landcare Experience and Natural Resource Management Knowledge**

* A sound understanding of Landcare, and practical experience working with Landcare and environmental volunteer groups.
* Good knowledge of natural resource management and land management issues in the [Organisation’s name]’s area.

**Stakeholder Management and Partnerships**

* Demonstrated experience and ability working collaboratively with groups, government/agency staff, farmers, rural landowners, and community members to develop partnerships, plan projects, and deliver community engagement and capacity building events and activities.

**Communication**

* Excellent interpersonal and oral communication skills.
* Highly developed written communication skills including the ability to write reports, papers and funding applications using clear, concise and grammatically correct language, with a high level of attachment to detail.
* Well-developed facilitation and presentation skills, including the application of group facilitation principles, theory and practice, and experience facilitating collaborative discussions.
* Demonstrated ability to update webpages/websites and to effectively use Facebook and other forms of social media.

**Community Engagement and Capacity Building**

* Proven skills in the planning and delivery of community engagement and capacity building events and activities.
* Ability to source and disseminate land management information and advice to Landcare and Friends of groups, rural landowners and the wider community to build their knowledge about land management issues, and that foster the adoption of improved land management and sustainable agriculture practices.

**Planning**

* Experience developing strategic or action plans.
* Skills and experience necessary to undertake visits to rural landowners’ properties to discuss land management issues provide advice, and assist in developing property management plans to help address these issues.
* Demonstrated skills and experience in the planning of and securing funding for projects.

**Computer & Mapping**

* Excellent computer, office and administration skills, including the use of Word, Excel, PowerPoint, and desktop publishing.
* Proven skills in the use GPS/GIS mapping hardware/software, including developing high-quality maps at rural property scale.

**Organisational Skills**

* Excellent organisational, prioritisation, and time management skills to efficiently plan, manage and organise workload to achieve set objectives within agreed timelines.
* A high level of self-motivation and a demonstrated ability to self-manage, work independently and unsupervised.

## Additional information

**Workplace Health and Safety**

The successful candidate will be expected to comply with all relevant statutory requirements and conduct their service to high professional standards, including workplace health and safety.

**Private Vehicle Use and Travel Expenses**

The successful candidate will be required to use their own vehicle to attend meetings with groups, meet with landholders, attend events etc.

The [Organisation Name] will reimburse the Landcare Facilitator for work-related car travel expenses in accordance with the ATO’s work related car expenses per kilometre method, i.e. $0.72 per kilometre.

**Professional development**

The annual budget from the Victorian Landcare Facilitator Program funding for the position includes $1000 to support the Landcare Facilitator’s attendance at appropriate professional development and training to enhance their ability to deliver the role.

**Landcare Employment Advice Service**

This is a free service available to Landcare staff working in Victoria and their employer organisations. It can provide support on workplace-related advice, dispute resolution and referral services for Landcare staff and their employer organisations. Email landcare@delwp.vic.gov.au for the contact details of the provider of the Landcare Employment Advice Service.

## How to apply

Applications for this position close [time, day, month, year].

Applications must include:

* Short statements that address each of the Key Selection Criteria in this Position Description. These statements should outline how your current skills, attributes, knowledge and qualifications satisfy each of the criteria.
* Your current Resume, including the contact details i.e. names, email addresses and phone numbers for two work-related referees, and
* A cover letter.

**Where to Email Applications**

All application documentation must be emailed by [time, day, month, year] to [email] with the email subject line ‘Landcare Facilitator application - your surname’.

## Privacy and Probity

The [Organisation Name] affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014.*

***Please note:*** *This template was developed by the Department of Environment, Land, Water and Planning as a guide. It may be adapted to suit your organisation. However, please ensure that the position’s roles and objectives are consistent with the requirements of the 2021-24 Victorian Landcare Facilitator Program Common Funding Agreement, and that employment terms and conditions meet the National Employment Standards from Fair Work Australia.*

***Note: Delete Green Text prior to use.***