

# Tamar NRM

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Program Coordinator</b>
<b>Business Unit</b>	<b>Tamar NRM - Natural Resource Management</b>
<b>Salary Range</b>	<b>\$65,000 – \$70,000 + Super</b>
<b>Reports To</b>	<b>President Tamar NRM</b>
<b>Term</b>	<b>1 year contract</b> , including a 6 month probation period. There is an expectation of an additional 3 year contract, subject to council funding renewal

### Position Objective

Implement Tamar NRM’s Strategic Directions through the delivery of community-based activities, partnerships and projects such as grassroots workshops and field days focusing on sustainable agriculture, sustainable living and the natural environment.

Develop and contribute effectively to relevant programs in the Tamar region.

### Responsibilities / duties

Program coordinators are accountable to the Tamar NRM Management Committee, and shall:

- Scope and deliver activities and projects to build community and stakeholders’ skills, and enhance biodiversity within the region;
- Work with our staff and Management Committee to run activities, projects and events with stakeholders to achieve identified deliverables on time and to budget. Including reporting against project plans and collecting data as required;
- Identify and apply for grant and funding opportunities to enable Tamar NRM to undertake activities and projects relating to its Strategic Directions;
- Develop and implement an agreed work plan based upon Tamar NRM’s Strategic Directions;
- Act as a Tamar NRM community contact point and provide advice as required;
- Represent Tamar NRM at relevant regional forums, and workshops;
- Identify the NRM relevant needs of stakeholders and report back to Tamar NRM Management Committee;
- Contribute towards Tamar NRM communications projects and reporting obligations;
- Contribute towards the recording and reporting of the organisations’ finances to the Management Committee and relevant stakeholders;
- Contribute towards the ongoing engagement with Tamar NRM’s Reference Group;
- Comply with all safety legislation, policies and procedures; and
- Maintain client confidentiality and privacy.
- Any other duties as required by the Management Committee from time to time

## **Selection Criteria**

### **Essential**

- Skills and knowledge of sustainable agriculture and regional biodiversity issues and appreciation of community-based natural resource management issues;
- Ability to identify and develop projects and a clear understanding and/or experience of project management including the ability to write grant applications, milestone and final reports;
- Ability to organise, run and facilitate community activities to build community and stakeholders' natural resource management skills and knowledge;
- Networking and facilitation skills and ability to work effectively with a diverse range of client groups;
- High-level oral, written, interpersonal and presentation communication skills, to disseminate information effectively and in a professional manner;
- Ability to work autonomously and as part of a team;
- Availability and capacity to work out of the office at distant locations for short periods, to work away from home for short durations, possibly overnight and to work evenings and weekends as agreed and required;
- Current unrestricted/unconditional Driver's licence, with the ability to drive a manual vehicle to locations at which events, meetings and activities are being run.
- Working with vulnerable people check

### **Desirable**

- Tertiary qualifications as relevant in environmental management, science, agriculture, natural resource management, community development, education qualifications (or similar) and/or relevant natural resource management experience;
- Experience in supervision and people management for working with volunteers;
- Current Certificate II in First Aid or willingness and ability to gain the qualification; and
- Experience in the effective use and management of traditional and contemporary media to increase exposure of Tamar NRM and its programs.

## **Organisational Relationships**

There are two Program Coordinators who work independently on their own projects as well as working together as necessary on some programs and projects.

### **Internal**

1. President and Management Committee
2. Tamar NRM staff and any other temporary project staff or contractors
3. Internal working groups and committees

### **External**

1. Three partner Councils
2. Community members
3. Other NRM groups.
4. Industry network and interest groups.
5. Local, State and Federal Government departments and agencies.
6. Relevant external clients.

## **Judgement**

The majority of decisions and judgements will be informed by the Tamar NRM Management Committee and established policy, procedure and industry guidance.

Program Coordinators are able to make technical decisions on their activities based on agreed work plan priorities.

Complex matters and/or areas of conflict encountered with respect to clients, other staff and other parties will be referred to the President Tamar NRM for advice and/or resolution.

## **Work Environment**

Tamar Natural Resource Management (Tamar NRM) believes in making a positive difference to the environment and community of the Tamar Region.

We do this by delivering community-based activities and projects such as grassroots workshops and field days focussing on sustainable agriculture, sustainable living and the natural environment.

The Program Coordinators are required to work with teamwork and also a high degree of autonomy. Due to the on-ground and community-based nature of Tamar NRM, the Program Coordinator will on occasion be required to work with community groups, working groups and industry on projects out of normal office hours.

The Program Coordinator is expected to work together with other staff and the president to present the public face of Tamar NRM.

There are two Program Coordinators; the incumbent and this replacement position.

## **Employment conditions**

Program Coordinators report to the President Tamar NRM

The position is primarily for 12 months with the potential for a further 3 year contract subject to renewal of funding by our 3 supporting councils. The position will also be subject to a six month probation period. The President and/or selection committee will meet with the Program Coordinator at least monthly during the probation period to discuss the position, questions and any issues that may arise from either party.

The Program Coordinator will be subject to an annual performance review, which will include discussions about performance, goals, projects and activities as well as professional development opportunities and how the organisation can improve programs, operations and delivery of the Strategic Directions.

While Program Coordinators usually operate with normal work hours, there will be occasions when there will be the requirement work out of the office at distant locations for short periods, to work away from home for short durations, possibly overnight and to work evenings and weekends.