

## Local Landcare Coordinator - Role Description

<b>Role Title:</b>	<b>Local Landcare Coordinator, NSW Landcare Enabling Program 2023-2027</b>
<b>Employer:</b>	<b>Brunswick Valley Landcare Inc</b>
<b>Location:</b>	<b>Byron Shire, Northern NSW</b> - mix of office-based in Mullumbimby and work from home
<b>Role Classification:</b>	Temporary Part Time to 30 June 2027 Subject to funding availability and performance
<b>Remuneration:</b>	\$47ph reviewed annually, plus Annual Leave, Superannuation, Sick Leave and 17.5 % Holiday Leave Loading
<b>Hours per week:</b>	<b>0.68 FTE (based on a 35-hour week) – 23.8 hrs</b>

### ORGANISATION PROFILE:

Brunswick Valley Landcare is a community Landcare group that encompasses the Byron Shire in northern NSW. Since our inception in 2003, Brunswick Valley Landcare (BVL) has grown into a cornerstone of community-driven conservation and education in the Byron Shire. With a membership base of over 250 individuals and a reach extending to 1,100 people through our informative monthly newsletters, we are an enduring grassroots organisation delivering real environmental change.

We at BVL are dedicated to enhancing the environmental quality and sustainability of our region, from forest to foreshore. Our work spans diverse ecosystems: sub-tropical rainforests, sclerophyll forests, floodplains, coastal heathlands, beaches, dunes, and pristine waters. We are committed to promoting productive farmlands that incorporate climate-resilient practices, healthy foods, Indigenous knowledge, and regenerative agriculture principles.

BVL proudly supports a broad spectrum of the community, including volunteers, landholders, farmers, producers, schools, local government and other environmental organisations. Managed by a Volunteer Committee of 8 dedicated locals, supported by two staff, we also coordinate 16 Locality Groups of volunteers across the Byron Shire. Our efforts are powered by memberships, donations, government grants, and the unwavering support of the Byron Shire Council, along with invaluable community goodwill.

A major focus of our work includes hosting field days and workshops to demonstrate effective natural resource management techniques. When capacity and opportunity arise, we also produce informative publications assisting landholders and community towards these same ends.

BVL also operates the Land for Wildlife registration service in the Byron Shire, assisting landholders to enhance and protect their ecosystems.

<https://brunswickvalleylandcare.org.au/about-landcare/>

**POSITION / ROLE OBJECTIVES**

The Local Landcare Coordinator (LC) is responsible for providing support to and assisting with the coordination of local volunteer Landcare Locality groups. The LC works with BVL, its Project Officer and the Landcare groups and organisations of this area to support and empower them to achieve their own goals, to participate in Landcare.

Supported by and working directly with BVL, the LC directly interacts with Landcare and agencies at the local scale. The LC focus is on empowering participation in Landcare by individuals and groups, to increase the capacity of these groups, to deliver against the target outcomes of the LP3 - NSW Landcare Enabling Program.

The LC collaborates with a range of Landcare support mechanisms, including other LCs, the Regional Landcare Coordinator at North Coast Regional Landcare Network, the Regional Administration Support Officer, the Landcare Committees, the Local Government and North Coast Local Land Services.

**KEY DELIVERABLES OF THE LOCAL LANDCARE COORDINATOR:****Local Landcare group and network support and advocacy**

- Community Liaison – act as a central contact point for BVL and other Landcare groups it supports to supply information to the public or members.
- Stimulate local community engagement and participation in Landcare.
- Provide support to groups, networks, Landcarers and landholders to participate in natural resource management activities that address critical agricultural sustainability and environmental issues.
- Undertake and support planning for groups.
- Coordination of volunteers and Locality Landcare groups.
- Assisting the Byron Shire community in gaining funding from various sources for Landcare and Dunecare groups and for other relevant activities.
- BVL Committee admin support & capacity building, assist in Grant Submissions & Fundraising activities, manage membership database and timely communications with BVL members.
- Support improvements in the stability and long-term viability of Landcare in their region.
- Work with Brunswick Valley Landcare and other local Landcare groups to develop and implement a Local Priority Action Plan.

**Communication**

- Sharing knowledge of natural resource management to Landcare and Dunecare groups and individuals, including identification and control of weeds and pest animals, bush regeneration methods, contacts for native plant nurseries and contractors, responding to direct enquiries.
- Organising and facilitating field days, training days and workshops within the Byron Shire community, focusing on environmental issues relevant to the Shire and within the stipulations of grants obtained by BVL.
- Assisting with or compiling and distributing the monthly BVL Newsletter.
- Organising public display stalls and community events.
- Assisting with or managing BVL's social media – Facebook and Instagram.

## **Projects and Partnerships**

- Facilitate linkages between Landcare activities/projects and Byron Shire Council, North Coast Local Land Services and Landcare NSW strategic objectives.
- Represent local group needs through participation in Regional and State Community of Practice.

## **Reporting**

- Report monthly to the BVL Committee, attend monthly Committee meetings.
- Monitor, evaluate and report on activities and outcomes via templated reports to funders.
- Facilitate linkages between Landcare activities/projects, Local Land Services and Landcare NSW through completion of case studies etc.

## **FOCUS CAPABILITIES:**

Local Landcare Coordinators are expected to demonstrate and practice capabilities in line with those identified below:

- Commitment to Community Service
- Capacity to Work Collaboratively
- Deliver Results
- Demonstrated Accountability
- Skills in Project Management
- Capacity to Act with Integrity

## **ESSENTIAL SKILLS & EXPERIENCE**

- Demonstrated interest in and commitment to local environmental and agricultural land management issues, and knowledge of the local community.
- Strong written, oral and visual communication skills, including the ability to use social media and other platforms for community engagement.
- Experience working with and supporting volunteer community groups, including facilitation, action planning and mediation.
- Proven expertise in project planning, coordination, administration, reporting, and grant writing.
- Strong interpersonal and networking skills, with experience in stakeholder engagement and partnership building across the community, government, schools and Indigenous organisations.
- Demonstrated ability to work independently, manage time effectively amidst competing deliverables, and to collaborate with staff, volunteers and committee members.
- Current Driver's Licence and access to a vehicle (including capacity to transport and set up stalls and displays when needed).
- Ability and willingness to work outside office hours and travel within the region as required.

## **DESIRABLE SKILLS & EXPERIENCE**

- Relevant qualifications or experience in environmental science, natural resource management, or a related field.
- Experience using digital tools (e.g. newsletter, database management, website or graphic design) to support community engagement.
- Previous experience in a similar Landcare, environmental or community coordination role.

## ADDITIONAL INFORMATION:

- Brunswick Valley Landcare is an equal opportunity employer, with employment under the organisation's standard employment agreement or as negotiated.
- Local Landcare Coordinators must have a valid Driver's Licence.
- Attendance at meetings outside of normal work hours may be required. Travel around the region and infrequent travel and overnight stays intra-state will be required.
- You may be required to use your own vehicle for work purposes and provide us with copies of comprehensive or at least Third-Party Property insurance for your vehicle. Vehicle use will be reimbursed on a per-kilometre basis.

## TO APPLY:

In making an application for this role, please provide the following:

- A cover letter (two pages maximum) addressing how you meet the Essential and Desirable Skills & Experience and outlining why you are interested in this role.
- A current curriculum vitae/resume (two pages maximum).
- Contact details for two professional referees, which should include a current or recent supervisor.
- Current NSW Driver's Licence and copies of any other relevant accreditation or training, i.e., NSW Working with Children Check, Course completion

Applications should be emailed to **[secretary@brunswickvalleylandcare.org.au](mailto:secretary@brunswickvalleylandcare.org.au)**

Closing date for applications **5pm Friday 5<sup>th</sup> September 2025**

We welcome any questions. Please feel free to reach out to

Alison Ratcliffe 0421 244 640 [alison@brunswickvalleylandcare.org.au](mailto:alison@brunswickvalleylandcare.org.au)