



# Granite Borders Landcare Committee Incorporated

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<b>Position Title</b>	Administration Assistant
<b>Employer</b>	Granite Borders Landcare Committee Inc.
<b>Location</b>	Tenterfield NSW
<b>Classification Tenure</b>	Casual
<b>Remuneration</b>	Dependant on Experience

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**Organisation Profile** Granite Borders Landcare is an organisation working with the community to manage and protect our natural resources, by creating more productive and sustainable farms, conserving our environment and helping to build more cohesive and resilient community.

Granite Borders Landcare Committee (GBLC) is a cross-border organisation operating in both the Tenterfield and Southern Downs Regional Council areas and has to date 680 members. The objective of our organisation is 'Promoting community understanding and involvement in managing diverse natural resources and nurturing a healthy inclusive community'. See more at: [www.graniteborderslandcare.com.au](http://www.graniteborderslandcare.com.au)

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## About the Role

*This list is a range of skills and tasks that you may be asked to do, depending on your skill set – you won't be expected to do all of these.*

### Reception and operations support

- Have a staff presence in Landcare Office.
- Reception duties to members and office visitors, including advice and information on GBLC events, activities, services and products.
- Screen initial inquiries via phone, social media and email.
- Attend to incoming and outgoing mail.
- Monitor and respond to administration emails, communicate with staff.
- Post office, purchase supplies and banking deposits.
- Support staff (and Executive Committee, if required).
- Assist in event organisation, arrange travel bookings, itineraries, meetings.

### Database entry and filing

- Keep computer-based record systems and filing up to date.
- Assist members with loans and resources.
- Complete loans and assets register processes.
- Update the GBLC membership in Excel and Mail Chimp databases.
- Maintain physical library of resources, brochures and folders.
- Record and update community feedback and surveys,

### Design and media

- Proficient in Adobe Creative Suite or Canva to design and develop media.
  - Confidence with website management (programming a bonus).
  - Social media skills: updating communication platforms, website, Facebook and Instagram.
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### **Bookkeeping support**

- Understanding of general bookkeeping principles.
- Assist relevant staff in bookkeeping and MYOB queries.
- Support with project budgets, estimates and track spending.
- Monitor finance-related correspondences and communicate with staff.
- Computer literacy in MS Office and MYOB accounting software or similar.

### **Professional practice and effective communication**

- Use friendly, respectful and professional communication.
- Communicate clearly about work activities, actions, schedule.
- Consult, seek advice, take instructions, work together.
- Plan, organise, set priorities and meet deadlines.
- Work unsupervised, and as part of a team.
- Understand and have experience working with a committee.
- Reliable, punctual and diligent.
- Understand the purpose and approach of Landcare in the community

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### **Reporting / Supervision**

- Timesheets and communication of tasks / activities completed.
- Reports directly to Landcare Coordinator, day to day support provided by Project Officer.

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### **Essential Selection Criteria**

1. Excellent communication skills.
2. Experience in administration or office management.
3. Proficiency in Microsoft Office and MYOB accounting software (or similar).
4. Competence in using design and media tools such as Canva, Adobe Creative Suite (or similar).
5. Strong organisational skills, with the ability to prioritise tasks, manage time effectively, and meet deadlines.
6. Demonstrated ability to work independently without supervision.
7. Understanding and commitment to the Landcare movement with some understanding of natural resource management and community engagement.
8. Driver's licence and Working With Children's Check (or willingness to obtain).

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### **Additional Information**

Granite Borders Landcare is an equal opportunity employer, with employment under the organisation's standard employment agreement or as negotiated.

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### **Applying for the position**

To apply, please send the following to [landcare@gbic.org.au](mailto:landcare@gbic.org.au) before the closing date:

1. Covering letter including addressing each of the essential and desirable selection criteria as a short, separate paragraph (4 pages max)
2. Current resume (4 pages max) including contact details for two referees.

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### **Closing Date**

Close of Business (5pm), Thursday, 31<sup>st</sup> October 2024

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