



# Granite Borders Landcare Committee Incorporated

<b>Position Title</b>	Project Officer – Grants
<b>Employer</b>	Granite Borders Landcare Committee Inc.
<b>Location</b>	Tenterfield NSW
<b>Classification Tenure</b>	Contract Position 20hrs Minimum (Contract End 30 June 2023)
<b>Remuneration</b>	Commensurate with skills and experience
<b>Organisation Profile</b>	<p>The Landcare movement is a community-based approach to; managing and protecting our natural resources, creating more productive and sustainable farms, conserving our environment and building more cohesive and resilient communities.</p> <p>Granite Borders Landcare Committee (GBLC) is a not-for-profit cross-border organisation working in both the Tenterfield and Southern Downs Regional Council areas and has to date 470 members.</p> <p>The objective of our organisation is 'Promoting community understanding and involvement in managing diverse natural resources and nurturing a healthy inclusive community'.</p> <p>The organisation delivers natural resource management and community projects. GBLC successfully engages with landholders and the community to deliver on-ground outcomes, build a strong resilient community with strong networking relationships with partner agencies.</p>
<b>Reporting / Supervision</b>	Complete weekly timesheets documenting tasks / activities. Reports directly to the Executive Committee, day to day support provided by the Coordinator.
<b>About this Role</b>	<p>We are seeking a Project Officer – Grants to join the organisation, candidates for this position will have an interest or qualification in Agriculture and natural resource management, contract or project management will also be highly regarded.</p> <p>You must be self-motivated with great attention to detail as you will be responsible for engaging with a wide variety of industry, landholders and community members. You will -</p> <ul style="list-style-type: none"> <li>• Source and support the assessment of funding opportunities, prepare write and produce successful funding applications.</li> <li>• Have proven work experience in delivering projects, preparing scope of works, resource allocations and budgeting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Possess a strong ability to build relationships and influence a diverse range of internal and external stakeholders.</li> <li>• Promote and facilitate the collecting and sharing of data to demonstrate community capacity, engagement and return on investment.</li> <li>• Ensure all project monitoring, evaluations and reporting (MER) requirements are delivered.</li> <li>• Provide accurate, timely and detailed project updates to the Executive Committee and Coordinator</li> <li>• Ensure project deliverables are managed to the agreed milestones.</li> </ul>
<b>Essential Selection Criteria</b>	<p>Demonstrated experience and familiarisation with grant processes, project administration and contract administration</p> <p>Strong research and literacy skills</p> <p>Outstanding written and verbal communication skills</p> <p>Well developed IT literacy and capability</p> <p>Demonstrated ability to plan, manage and report on work priorities to control multiple tasks whilst working as part of a team</p> <p>Assist with the development of marketing and communication articles on workshops</p> <p>Demonstrated report writing ability</p> <p>Ability to problem solve, work flexibly and collaboratively</p> <p>Demonstrated ability to plan, organise and set priorities to meet deadlines</p> <p>Current (manual) Drivers Licence</p> <p>First Aid Certificate (Willingness to obtain)</p>
<b>Additional Information</b>	<p>Granite Borders Landcare is an equal opportunity employer, with employment under the organisation's standard employment agreement or as negotiated. Attendance at meetings outside of normal work hours (including weekends) and travel may be required.</p> <p>For further information about the position, please contact <a href="mailto:landcare@gbhc.org.au">landcare@gbhc.org.au</a> or 02 6736 3500.</p>
<b>Apply for the Position</b>	<p>To apply, please submit the following to <a href="mailto:landcare@gbhc.org.au">landcare@gbhc.org.au</a> before the closing date.</p> <ul style="list-style-type: none"> <li>• Cover letter outlining your skills and experience relevant to the role addressing the essential selection criteria.</li> <li>• Current Resume (4 pages maximum) including contact details for two referees.</li> </ul>
<b>Closing Date</b>	31 <sup>st</sup> January 2022