



# Granite Borders Landcare Committee Incorporated

<b>Position Title</b>	Office / Administration Assistant
<b>Employer</b>	Granite Borders Landcare Committee Inc.
<b>Location</b>	Tenterfield NSW
<b>Classification Tenure</b>	Contract Position 20 hrs (per week)
<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, support provided by the Coordinator.
<b>About this Role</b>	<p>This position is varied, you will assist in the day to day running of the office, answer emails, enter data and provide general administrative and clerical support.</p> <p>You must be self-motivated with great attention to detail you will be engaging with a wide variety of industry, landholders and community members. An example of your duties include</p> <ul style="list-style-type: none"> <li>• Organise meetings and meeting correspondence</li> <li>• General office duties</li> <li>• Attend to telephone calls and respond to enquiries</li> <li>• Updating communication methods and tools, website, electronic newsletters, Zoom meetings and conferencing, Facebook and Instagram</li> <li>• Maintain resource loan register</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain membership spreadsheets and Mailchimp</li> <li>• Scanning, filing, and archiving documents</li> <li>• Actioning incoming and outgoing mail</li> <li>• Computer literate tasks including Word, Excel, emails and the internet</li> <li>• Undertake other tasks as reasonably requested</li> <li>• Reception duties including providing assistance on the organisation's products and services</li> </ul>
<b>Essential Selection Criteria</b>	<p>Previous experience in administration required</p> <p>Proficiency in MS Office</p> <p>Able to assist with workshops and promotional activities</p> <p>Demonstrated report writing ability</p> <p>Excellent written and verbal communication skills</p> <p>Strong organisational and time management skills with attention to detail</p> <p>Articulate; able to interact confidently with staff members, members of the public and the Executive Committee</p> <p>Responsible; have the ability to work unsupervised and as part of a team</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 and/or workshops 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>	28 <sup>th</sup> January 2022