



Position Description

Position Title:	Senior Project Officer
Reports to:	Manager, Landcare Queensland
Scope:	To facilitate productive partnerships between Landcare Queensland, Corporate and Government partners, industry bodies and the Landcare community in Queensland
Salary:	Negotiable with the successful applicant [experience based]
Terms of employment:	The initial contract shall be for a six month period. Where additional funding exists, this contract will continue for an additional six months without review.

Primary duties and responsibilities:

1. Manage a range of events, projects and campaigns on behalf of Landcare Queensland and third parties contracting the organisation for these services;
2. Undertake administrative and management duties associated with events; fundraising campaigns; community development initiatives; and communication activities as required;
3. Develop and prepare concepts, project outlines, budgets, funding proposals and grant applications for Landcare programs in Queensland;
4. Prepare project outlines, budgets and associated documentation to secure corporate support for Landcare programs, under the guidance of the Manager;
5. Landcare Queensland at functions and events and make presentations to businesses and the corporate sector where required;
6. Provide support to the Board and its members as required;
7. Establish, maintain and enhance networks to support sustainable natural resource management in Queensland;
8. Manage a suite of corporate partnerships to ensure benefits for both the landcare community and the corporate partner;
9. Maintain strong links with the landcare community in Queensland to ensure funding and capacity building needs are being met;
10. Assist in implementing the partnership agreement between Landcare Australia and Landcare Queensland with regards to corporate funding for Queensland Landcare groups;
11. Attend to enquiries from the general public and landcare communities in Queensland to assist with the dissemination of technical and promotional information and to further the objectives of Landcare Queensland;

Selection Criteria:

1. Significant experience in all aspects of event management and administration including liaison with venues, caterers and contractors; coordinating program and speaker requirements; managing registration processes; and managing budget and financial requirements;
2. Strong understanding of the principles associated with corporate sponsorship and experience in developing community-corporate partnerships. Motivation to work within corporate, agency and industry frameworks to achieve the best possible outcomes for the landcare community in Queensland;
3. Demonstrated high-level communication skills (written and oral) including the ability to prepare website content and media releases;
4. Experience using an Access database and an ability to undertake financial management tasks or acquire skills with training and support;
5. Demonstrated high level project development and management skills including project planning and development, budgeting, reporting and meeting financial targets;
6. Sound understanding of contemporary community engagement and capacity development principles;
7. Proven ability to work independently with minimal supervision and direction but to also contribute to a small but effective team;
8. Understanding of the unique needs a not for profit organisation has and the competing pressures and timelines often imposed on staff of such organisations.

Other notes about this position

- The position is located in an open plan office in Brisbane, 183 North Quay.
- Landcare Queensland employs three other people, one of which is the Manager to which this position will report to. There is also a part-time project officer and part-time finance officer. A board of directors oversees the financial and strategic direction of the organisation.
- Salary is paid weekly directly into a nominated bank account.
- A 37.5 hour working week applies to this position. The position requires some after hours work and flexible work arrangements are normal. We expect staff to go above and beyond the call of duty and offer excellent working conditions in return.
- The position requires some overnight and extended travel. Travel expenses are reimbursed at actual costs.