

JOB DESCRIPTION



Coordinator

Gawler Regional Natural Resource Centre

ENGAGEMENT TERM: fixed term contract until 10 June 2016

PART TIME POSITION: Minimum 20 hours per week

RESPONSIBLE TO: Management Committee, Gawler Regional Natural Resource Centre Inc

PURPOSE OF POSITION: To facilitate the involvement of community members, volunteers and key stakeholders to achieve the Centre's objectives to support ecologically sustainable natural resource management (NRM) in the region, through the provision of appropriate networks, information, events, training, equipment and a physical venue for meetings and information dissemination.

KEY STAKEHOLDERS:

- Natural Resources Adelaide and Mount Lofty Ranges (AMLR) Gawler Office
- DEWNR staff of AMLR
- Gawler Environment and Heritage Association, Transition Gawler
- Councils of Gawler, Playford, Light, Barossa and Mallala

POSITION OBJECTIVES

1. Directly contribute to achieving the constitutional objectives of the organisation.
2. Advise, report to and support the Committee and its members, and implement Committee resolutions.
3. Develop the Centre with initiatives, projects and processes to enhance the performance of the organisation for its customers, volunteers, like-minded groups and other stakeholders
4. Raise the Centre's profile and outreach capabilities in collaboration with local environmental groups, the media, stakeholders and relevant industry groups.
5. Ensure the Centre complies with all relevant legislation.

KEY RESPONSIBILITIES

1. Attend Committee meetings and implement its resolutions, provide timely information & advice to the Committee and members and report to the Committee in a timely manner on any matters that warrant its attention. Such matters include:
 - Reports of key activities of the Centre
 - Project concepts and execution
 - Marketing, media liaison and promotion
 - Safety and welfare
 - Policy implementation
 - Member, customer and stakeholder needs, service levels and satisfaction

- Progressive performance against the Strategic Plan /operational priorities
 - Insurance
 - Major risks
 - Conflict of interest (potential and actual)
 - Information management issues and audits
 - Budget preparation, management and performance
 - Securing of income to achieve a sustainable financial position for the Centre
(in collaboration with the committee, members, sponsors and key stakeholders)
2. Co-ordinate the safe and efficient operation of the Centre including:
 - Effective liaison with stakeholders
 - Volunteer recruitment, induction, development and coordination
 - Facilitation of the development of an effective membership database, information 'library', a services contact list and an interactive website to enable the Centre to inform the community, deliver information and promote activities.
 - Customer and member liaison/enquiries
 - Identification of grant opportunities and management of projects
 - Arrangement and promotion of workshops and other events
 - Receipting and book-keeping
 - Development of a calendar of events
 - Arrangement of fundraising activities, with a focus on adding value to and increasing membership.
 - Conduct of regular meetings of members as determined by the committee
 - Maintenance of records (including work hours) as determined by the Committee.
 - Support of sub-groups such as Gawler River Riparian Restoration (GRRR)
 3. Ensure that the Centre complies with all relevant legislation and Australian standards, including but not limited to; various Tax Acts, Associations Incorporated Act (1995), Industrial & Employee Relations Act (1994), OHS&W Act (1986), Disability Discrimination Act (1993) and Privacy Act (2001).
 4. Fulfil the duty of "Responsible Officer" under the OHS&W Act 1986, Workers Rehabilitation and Compensation Act 1986, and Equal Opportunity Act 1984.

PERSON SPECIFICATION



Coordinator Gawler Regional Natural Resource Centre

ESSENTIAL KNOWLEDGE

1. Extensive knowledge of and a real passion for the environment and NRM.
2. Understanding of customer service, team leadership, project management and media liaison as related to a community enterprise.
3. Working knowledge of insurance provisions, workplace health and safety, volunteer arrangements, harassment and discrimination principles.
4. Knowledge and understanding of bookkeeping principles as related to receipting, membership processing, ordering and expenditure of goods and services.
5. Working knowledge of the relationships, alliances and factors required to support the growth and profile of a community based enterprise.

ESSENTIAL SKILLS

1. Competent skills in verbal, electronic and written communication, including information gathering, negotiation, networking, report writing and press releases.
2. Demonstrated ability to work effectively at a range of interpersonal levels with members, customers, Committee members, contractors, volunteers and senior representatives of other organisations.
3. Demonstrated ability to identify opportunities, self motivate, work autonomously and organise workloads with competing priorities; yet deliver to reasonable deadlines.
4. Ability to recognise and effectively handle situations of conflict and implement solutions that are mutually acceptable.
5. Ability to translate and apply relevant legislative requirements, rules and procedures, and implement enhancements or changes as required.
6. Ability to recruit, co-ordinate, motivate and develop a cohesive volunteer team.
7. Competency in the use Microsoft Office Suite and Internet information systems.
8. Proven skills in the writing of applications for grants.

EXPERIENCE/QUALIFICATIONS

1. Experience in developing and administering the affairs of a community-based organisation or regional program is desirable.
2. Interest in and knowledge of NRM practices.
3. Experience in community education or outreach are desirable.
4. Experience in supporting and reporting to a Committee or Board is desirable.
5. Certificates and/or demonstrated competency in Microsoft Office Suite and Internet information systems are desirable.

ESSENTIAL PERSONAL ATTRIBUTES

1. Commitment to customer service of a consistently high standard.
2. Exceptional communication skills.
3. Commitment to building the profile and contribute to the success of the Centre.
4. Willingness to undertake duties outside of regular hours, including events/workshops held on weekends.
5. Preparedness to work as a team player with the Committee, respecting established procedures and referring contentious, risky or sensitive matters to the Committee as appropriate

PERFORMANCE MEASURES – EXAMPLES ONLY/NOT IN PRIORITY ORDER

1. Operation of the Centre including atmosphere, service and efficiency.
2. Finance (cash handling, receipting and budget operation).
3. Stakeholder service and satisfaction.
4. Effective administration (information management, compliance with legislation, office systems, risk management etc.) and OHS&W procedures.
5. Progress towards achievement of Strategic and Operational objectives.
6. The nature and quality of advice to, and support of the Committee and members.

SPECIAL CONDITIONS

1. Current and valid driver's licence is required.
2. Preparedness to use own vehicle for work purposes (reimbursement provided)
3. Some after-work hours or attendance at information, training or promotional seminars may be required. Training course costs will be borne by the Centre on approval of the Management Committee or their nominee. Attendance times in excess of the normal weekly hours will be treated as TOIL (time off in lieu) unless otherwise agreed to.
4. Where significant travel may be required, the Coordinator will negotiate payment, form of accommodation and mode of travel with the Committee prior to travel.
5. The incumbent is required to enter into a regular performance review with persons nominated by the Committee, based on the requirements of this Job Specification
6. The position is currently subject to external funding and is initially offered until 10/06/2016. A three-month probationary period will apply.

HOURS OF WORK

To be negotiated but a minimum of 20 hours per week equivalent.

Refer to the position vacant advertisement on our website <http://www.nrcgawler.org.au/> for application details.