



Position Title: Revolving Fund Coordinator

Location: Launceston or Hobart

Reports to: Operations Manager

Background

The [Tasmanian Land Conservancy](#) (TLC) is a for-purpose, non-government, registered environmental organisation. Since its inception in 2001, the organisation has grown to be one of the largest private land holders in Tasmania. It has an annual income of more than \$2m from public fundraising campaigns, grants and conservation business opportunities and employs 22 staff across the organisation. At the TLC we pride ourselves on our collaborative outcome focused workplace and respect and acknowledge the diversity of people, culture and communities. The TLC seeks new ways to achieve conservation that values nature and the economic, cultural and social benefits it provides us all.

Scope of Position

The Revolving Fund Coordinator works within the Operations Team (Conservation Programs and Reserve Management). The TLC's \$5m Revolving Fund purchases, protects (by establishing a Conservation Covenant on title) and resells important conservation properties across Tasmania.

Since inception in 2007, the [Revolving Fund](#) has protected over 6,100 hectares of natural ecosystems in Tasmania, spanning across 58 land titles. Over 1,680ha of under-reserved forest communities (bioregional, state and/or nationally listed) and 1,138ha of old growth have been protected.

The Revolving Fund Coordinator leads the day-to-day operation of the Revolving Fund, including the assessment, acquisition, ownership responsibilities and sale of conservation land across Tasmania.

The Revolving Fund enables the purchase of land with important natural values that can subsequently be protected by establishing a conservation covenant, a legally binding agreement under the Tasmanian Nature Conservation Act (2002). Property-specific covenants are registered on the land title in perpetuity, giving an assurance that important natural values are protected and managed for generations to come.

Once protected, Revolving Fund properties are sold and the new owners become the custodians of their own conservation reserves. Funds generated from each sale are re-invested into the Revolving Fund to purchase the next property. Leveraged further by philanthropic support, the Revolving Fund is highly efficient and effective, providing an innovative approach to protecting nature and achieving long-term conservation outcomes.

Responsibilities

1. Day-to-day operation of, and accountability for, all aspects of the Revolving Fund program.
2. Overseeing the assessment and potential acquisition of land and evaluating its ability to meet TLC's strategic objectives in line with funding agreements.
3. Representing the Revolving Fund to internal and external stakeholders, including TLC committees, funding bodies, government agencies, real estate agents and the general public.
4. Administering the program, including reporting and documentation. Supporting the TLC's Property Committee, a subcommittee of the TLC board that provides advice and guidance on property acquisition.
5. Liaising with the TLC Reserve Management Coordinator to complete maintenance, management and improvement works to properties for sale within the Revolving Fund.
6. Coordinating the marketing and sales of conservation properties with support from the TLC Communications and Marketing Coordinator, through TLC existing communication channels and other external audiences (e.g. real estate agencies).
7. Leading all property acquisition and sales negotiations on behalf of the TLC, on the advice of the TLC Science and Planning Team, Operations Manager and TLC legal external counsel.
8. Leading continuous improvement to the Revolving Fund Business Plan and program strategy, policies and procedures to ensure effective and efficient conservation outcomes.
9. Contribute to the planning, development and implementation of other TLC conservation programs as directed by the Operations Manager.

Skills and Experience

Qualifications

1. Tertiary qualification (or equivalent experience) in the field of Natural Resource Management.
2. Senior First Aid certificate (or the ability to obtain).
3. Manual driver's license.

Essential Skills and Competencies

1. Demonstrated high-level project management, program coordination, administration and reporting.
2. Well-developed skills in communication to a range of audiences, marketing and property sales.

3. Excellent interpersonal skills and demonstrated ability to negotiate with a range of stakeholders to achieve a desired outcome.
4. A sound understanding and working knowledge of nature conservation principles and practices for application on private land.
5. Experience in negotiating and administering property transactions, including an understanding of legal administrative requirements.

Desirable Skills and Competencies

1. Experience in or strong understanding of Tasmania's rural real estate market.
2. Knowledge of Conservation Covenants in Tasmania.
3. Experience in ecological assessments and the development of natural values reports.

Position Type

Ongoing, part time (80% FTE)

Salary

A remuneration package based on TLC Level 2 (plus statutory superannuation) commensurate with qualifications, skills and experience

Authorised by the Chief Executive Officer



James Hattam

Date: 27 November 2019