



## **National Landcare Network Ltd**

### **Business Development Manager – Duty Statement**

**12-month part-time contract** (up to 18.75 hours per week)

**Location:** Negotiable

**Remuneration:** Services agreement by negotiation

#### **The National Landcare Network:**

The National Landcare Network (NLN) is the national not for profit peak body for the Landcare movement in Australia.

The NLN has all 8 State and Territory peak bodies for Landcare as its members. The State and Territory bodies own memberships comprise the grassroots Landcare movement in the form of groups, networks and individuals.

The NLN has a non-representative Board made up of one nominee from each member organisation. Each member organisation also nominates 3 persons to serve on the NLN's representative Members Council, which advises the Board on matters of Landcare policy and matters of interest and concern to the grassroots movement.

#### **Description:**

The NLN is seeking a Business Development Manager to assist the NLN to represent, support and foster the community Landcare movement by identifying and developing partnership, marketing, and funding opportunities. The NLN is a national not-for-profit peak body for community Landcare.

The successful applicant will have a good understanding of the grant-making and philanthropic sectors, a knowledge of government and parliamentary processes, strong relevant networks, and familiarity with the Landcare movement and/or Natural Resource Management policy settings in Australia. The role requires considerable initiative and the ability to work remotely from home as part of a small team.

#### **Funding:**

The NLN is currently funded through a grant agreement with the Australian Government with the purposes of delivering the national peak body, building and maintaining capacity and abilities, and supporting the members to participate.

Through this position, the NLN is looking to identify opportunities to grow its business consistent with its core values and strategic objectives. Primarily it is seeking to broaden and increase its funding base and that of its members and to broaden its interactions with a wider cohort of partners and other organisations.

**Remuneration negotiations.**

The NLN will negotiate remuneration with the successful applicant depending on their level of knowledge, experience and demonstrated ability, KPI's and priorities. Current budget for the part-time Business Manager position is \$60,000 pa.

**Services Agreement.**

The successful applicant will enter into a services agreement with the NLN, the terms of which will reflect provisions of this Duty Statement and other matters agreed by negotiation.

**Extension.**

The successful applicant will be engaged for an initial period of 12 months. Extension of the arrangement beyond the initial 12 months will be determined based on performance, operational priorities and the success of the position in increasing the income of the organisation.

**Travel and incidental expenditure.**

Reimbursement of approved travel, accommodation and miscellaneous costs will be available upon receipt of tax invoices and receipts and in accordance with the terms of the services agreement.

**Reporting.**

The successful applicant will report directly to the NLN CEO, and will work closely with other NLN staff and the executive staff of the NLN member

**Duties.**

- In support of the CEO, identify and explore new opportunities for the NLN to engage with stakeholders.
- Seek out new partnership and funding opportunities.
- Negotiate, write, and present program submissions and partnership proposals.
- Develop funding, sponsorship, and philanthropic submissions on behalf of the NLN.
- Develop Landcare promotional material to advocate the value of Landcare and partnership opportunities for the NLN.
- Support delivery of the Federal Parliamentary Friends of Landcare including developing communication materials and events.
- Work collaboratively with state and territory peak Landcare bodies in delivering these functions.
- Maintain and submit invoices on agreed terms.
- Maintain records of activities.
- Prepare reports and recommendations for the NLN Board as required.
- Attend NLN Board, Members Council and staff meetings as required.
- Support the day to day activity of the team and business.
- Comply with all NLN policies and procedures

For further information please email [contact@nlm.org.au](mailto:contact@nlm.org.au). If you wish to discuss this role further please advise so in your email.

Applications close: **2<sup>nd</sup> October at 11:59pm**