



Position Description

Project Manager (New Futures for Victorian Landcare)

Job Title:	Project Manager (New Futures for Victorian Landcare)
Total Remuneration	\$92,000 p.a. (pro rata)
Time fraction	0.8 FTE. An alternative time fraction may be negotiated.
Term	Fixed term to 30 June 2025
Location:	The position is based at 7/24 Collins Street Melbourne. Working from home arrangements may be negotiated.
Reports To:	Chief Executive Officer
Supervises:	Nil

Organisational Environment

Landcare Victoria Inc. is a membership-based association that works in the area of sustainable agriculture and natural environment conservation. It is the peak body of the Landcare movement in Victoria and the voice of the Landcare community.

Landcare Victoria currently has around 600 group members of varied size, complexity and geographic locations across Vic. Our members are currently served by a small team in our main office.

More information about Landcare Victoria Inc is available on our website: [Home - Landcare Victoria Inc.](#)

Job Purpose

The Project Manager (New Futures for Victorian Landcare) is responsible for overall coordination of the development and delivery of the New Futures for Victorian Landcare Project.

New Futures for Victorian Landcare is an innovative partnership project that aims to trial and implement new planning systems that positions the landcare community to access private investment into sustainable landscape management programs. The project also aims to build capacity in the landcare sector by increasing knowledge and skills about these sources of funding.

The main funding for the project is from the Ian Potter Foundation and the Natural Resources Conservation League with contributions from other potential partners to be sourced.

Initial project partners are Landcare Victoria Inc., Regen Farmers Mutual, Landscape Finance Lab, ANU Sustainable Farms, and the Natural Resources Conservation League. We anticipate additional partners will join the project during implementation, with the Project Manager having a leading role in securing these.

This is a complex project that is being developed and implemented in an environment of considerable policy uncertainty. The Project Manager will face the challenge of developing and implementing the project in that environment.

Further details about the project are at: [Projects - New Futures for Victorian Landcare \(landcarevictoria.org.au\)](https://landcarevictoria.org.au/projects)

Duties

- Develop and monitor implementation of the New Futures project plan
- Coordinate the activities of project partners
- Support, facilitate and monitor implementation of regional network planning
- Lead project communications
- Lead stakeholder engagement
- Provide executive support to the project steering committee, including progress reporting, issues identification and advice
- Lead and manage project evaluation processes and reporting

Key Accountabilities

Description	Performance Criteria
Project Management and governance	
<ul style="list-style-type: none"> • Develop and maintain the currency of the NFVL project plan. • Lead implementation of the project plan. • Monitor and report on project implementation. • Identify emerging delivery issues, intervene to remedy delivery issues as required, and provide advice to the CEO and Project steering committee. • Monitor and manage the project budget. • Act as executive officer to the project steering committee, providing timely and constructive advice as requires. • Prepare timely and accurate project implementation reports for funding bodies • Implement and support the project evaluation. 	New Futures for Victorian Landcare is delivered in accordance with the project plan and the expectations of partners and stakeholders
Project partnerships	
<ul style="list-style-type: none"> • Maintain strong relationships among project partners by frequent communication and timely responses to emerging issues. • Seek out and build new partnerships (including funded contributions) that will contribute to the outcomes of the project. • Maintain the confidence and support of project investors. • Engage and maintain the support and confidence of the regional landcare community and related regional partners. 	New Futures for Victorian Landcare is supported by partners and stakeholders

Project learning and impact	
<ul style="list-style-type: none"> • Lead and implement project communications (with the support of the Landcare Victorian Communications Coordinator) • Document project achievements • Lead development of process and programs that facilitate learning within the landcare community throughout Victoria • Promote the project to stakeholders and communities to build support for landcare capacity and 	<p>New Futures for Victorian Landcare is influential in building knowledge and capacity for new approaches to landcare planning and financing.</p>
Corporate contribution	
<ul style="list-style-type: none"> • Work as a constructive and engaged member of the Landcare Victoria team. • Actively seek opportunities to integrate New Futures for Victorian Landcare with other aspects of the Landcare Victoria Inc. program. • Contributes to corporate and business management functions. • Sets appropriate priorities and managed personal workload effectively. 	<p>Landcare Victoria capacity and capability is improved through the New Futures for Victorian Landcare project.</p>

The Project Manager (New Futures for Victorian Landcare) is required to undertake the role in a manner that is aligned to the values of the organisation and the following leadership performance criteria.

Contributes to strategic thinking

- Proactively supports Landcare Victoria's vision and purpose
- Leads and influences change within scope of role

Forges relationships and engages others

- Consistently collaborates with team members
- Communicates clearly and adapts to audiences
- Promotes information sharing and values and encourages input from others

Achieves results

- Achieves and delivers results
- Promotes best practice and drives effectiveness and systems improvements
- Assumes accountability for own role

Exemplifies personal drive and professionalism

- Models Landcare Victoria's values
- Engages with others in a respectful and professional manner
- Promotes quality, safety and sustainability

Drives business excellence

- Contributes to team and individual capability and expertise within scope of role

Key Selection Criteria

Essential

Organisational

- Understanding of, and demonstrated commitment and energy for, the objectives and values of Landcare Victoria Inc.
- An ability to work effectively and respectfully in teams and with a broad range of stakeholders and people at all levels of responsibility.

- Highly developed organisational skills and a demonstrated ability to effectively plan, prioritise and coordinate tasks, exercising independence, judgement and initiative.
- Excellent written and verbal communication skills
- Highly proficient in the use of standard office software applications (i.e. Office 365)

Project specific

- Demonstrated experience in managing complex projects
- Demonstrated experience in community development
- Demonstrated experience in managing relationships with diverse stakeholders
- Knowledge of landscape planning methods and processes
- Ability to lead collaborative, adaptive learning processes

Desirable

- Demonstrated knowledge and understanding of the principles of landcare
- Knowledge of carbon and green finance markets, including impact investing and market-based tools
- Expertise in ecosystem and/or agricultural sciences

Qualifications

- Tertiary qualifications in a relevant discipline in conjunction with workplace experience, or significant equivalent professional experience.

Other relevant information:

- This position is a 0.8 FTE fraction, funded to June 2025. The time fraction and pattern of work days may be negotiated with the successful applicant.
- The position is based at the Landcare Victoria Inc. office at 24-28 Collins Street Melbourne. Landcare Victoria staff are presently working a hybrid arrangement. Details may be negotiated at the time of appointment.
- The role will require travel throughout Victoria and occasionally interstate, including overnight stays from time to time.
- Candidates must have the legal right to work in Australia at the time of applying.
- The Project Manager must hold a drivers licence at the time of appointment and must maintain a licence as a requirement of the role.
- The CEO may amend this position description if required. Any changes will be made in consultation with the employee.
- Landcare Victoria is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying.
- Staff are required to comply with Workplace Policies and Procedures (as amended from time to time) and contribute to and maintain a safe workplace environment.
- Landcare Victoria requires staff to maintain up-to-date vaccination for COVID 19.
- Applicants will be expected to comply with Landcare Victoria's Code of Conduct
- Smoking is prohibited in all Landcare Victoria buildings and vehicles.

Contact Andrew Maclean 03 9034 1941 or andrew.maclean@landcarevictoria.org.au for further information.

Landcare Victoria Organisational Chart

