



**Connecting People by
Caring for Nature**

POSITION DESCRIPTION

Position Title:	Environmental Education Coordinator
Employment Status:	Part time (hours negotiable) Occasional work outside of standard business hours.
Salary:	\$90,000 to \$100,000 per annum (pro rata, based on experience) + 12% superannuation + salary packaging via Simply Green
Job Start:	ASAP (within a fortnight preferred)
Industrial Instrument:	Common Law Contract
Supervisor/Manager:	Chief Executive Officer
Location:	Hybrid: Parap Office, Project Site, Working from Home

ABOUT LANDCARE NT

Landcare NT is the peak body representing, supporting and strengthening the community Landcare movement in the Northern Territory (NT). Landcare NT's vision is for vibrant and resilient communities connected with and caring for nature.

We collaborate with 30 Landcare groups (approx. 1,200 volunteers), community organisations and government stakeholders to strengthen community-led conservation and stewardship to maintain and improve the health of natural environments and working landscapes across the NT.

Landcare NT advocates for Landcare interests at local, Territory and national levels, and is a founding member of the National Landcare Network.

Located in Parap, just on the outskirts of Darwin, our small energetic team thrives on collaboration, creativity and a 'can-do' attitude. We value proactive individuals who are passionate about community-led conservation and are eager to contribute to supporting community Landcare in the NT.

If you are excited about making positive environmental and social impacts, with sustainable benefits to the NT community, we invite you to join our dynamic team.

ROLE OBJECTIVE

The Education Coordinator will deliver engaging environmental education initiatives to strengthen Landcare across the NT, by fostering connection, building capacity and supporting local communities to care for nature.

This hands-on role will design, coordinate, deliver and evaluate a variety of in-person and online educational initiatives aimed at young people, Landcare members and the general community; including BioEd, Member Forums and Field Days.

The role will collaborate closely with our multi-disciplinary team, schools, community groups and partners to strengthen and grow Landcare NT's education initiatives and foster community-led conservation and stewardship in the NT.

KEY DUTIES & RESPONSIBILITIES

Educational Programming

- Develop and deliver engaging, hands-on educational initiatives integrating ecological knowledge, cultural heritage, and community insights.
- Facilitate workshops, school incursions, presentations, training and learning sessions, tailoring content diverse audiences and learning environments (e.g. schools, Landcare volunteers, community partners).
- Embed Indigenous knowledge and authority culturally within initiatives through collaboration with First Nations knowledge holders.
- Monitor participation, learning outcomes and feedback to evaluate effectiveness and inform improvements.
- Create and maintain a library of high-quality educational resources, including lesson plans, activity guides, multimedia materials and equipment.
- Ensure content is accurate, accessible, age-appropriate and aligned with Australian Curriculum Standards where relevant.

Management

- Manage administration including participant communications, scheduling of activities and educators, maintaining databases and preparing reports for funders and partners.
- Develop and oversee initiative budgets, track expenses, resource use and ensure financial compliance across education initiatives.
- Maintain compliance with child safety, WHS requirements and relevant education regulations.
- Undertake program development by revising delivery models, exploring partnerships and preparing funding proposals.

Engagement

- Work collaboratively with Landcare NT team to embed consistent educational strategies and content across programs and to effectively communicate impact.
- Build and maintain strong relationships with schools, community groups, government agencies and First Nations organisations to strengthen and grown education initiatives.
- Represent Landcare NT at relevant networks, events and community forums.

Operational Support

- Maintain accurate records and reports for funding and compliance purposes.
- Contribute to organisational planning, strategic discussions, and team meetings; providing advice on educational trends and opportunities.
- Assist delivery of other Landcare NT programs and community engagement activities as required.
- Uphold governance principles, risk management practices, and environmental sustainability standards in day-to-day operations.

SKILLS & EXPERIENCE

Essential skills & knowledge

- Strong environmental education expertise, including ecology, sustainability principles, place-based learning and the Australian Curriculum.
- Demonstrated experience designing and delivering educational programs and high quality resources for diverse audiences.
- Commitment to culturally respectful practice, and ability to collaborate with First Nations knowledge holders.

- Excellent communication (verbal and written), facilitation and presentation skills, with proven ability to maintain effective working relationships.
- Strong organisational and administrative skills, including management of budgets, scheduling, databases compliance and reporting.
- Proficiency with digital tools, including MS Office/365, cloud-based systems and multimedia tools.
- Self-motivated and able to work both independently and collaborating with our team and partners.

Desirable skills & knowledge

- Knowledge of Landcare principles, community-based conservation and / or understanding of the NTs environmental and educational landscape.
- Experience in grant writing, fundraising and / or business development to support program growth.
- Understanding monitoring, evaluation and impact reporting frameworks used in NFPs.
- Experience working with First Nations communities or Indigenous ranger groups.

QUALIFICATIONS

- Tertiary qualification in environmental science, education, natural resource management or related field, and / or equivalent experience.
- Current Working with Children Clearance (Ochre Card), National Police Check, or willing to obtain.
- First Aid certification or willing to obtain.

HOW TO APPLY

For further information

- Contact Emily Raso, Chief Executive Officer on 0476 516 631
- View our website at landcarent.org.au

How to apply:

- Submit your Resume and Cover Letter (max 2 page) highlighting how your skills and experience meet the key responsibilities of this role and why you are interested in working with Landcare NT.
- Applications to be submitted via email to: info@landcarent.org.au
- Vacancy closing date: Midnight 23 April 2026

Note: Landcare NT will review applications and interview candidates on an ongoing basis until the position is filled, so please apply as soon as possible.