



Position Description - State Landcare Coordinator
Landcare Association of South Australia Inc.

1. Position Details

Salary	\$70,000-\$76,000 per annum plus superannuation
Position Specifications	Full-time 2 year initial contract, with opportunity for extension (subject to funding)
Location	Work from home, with travel across South Australia Home location negotiable within South Australia LASA fleet vehicle provided
Reports to	Chief Executive Officer
Further Information	Please contact Paula Jones, Chief Executive Officer at ceo@landcaresa.asn.au or 0477 017 325.
Applying for the Position	To apply, please submit: <ul style="list-style-type: none"> 1. A cover letter (max. 1 page) outlining your interest in the role and relevant experience 2. A statement addressing the key selection criteria (max. 2 pages) 3. A current CV (max. 4 pages) 4. Contact details for two referees Applications should be emailed to: ceo@landcaresa.asn.au
Closing Date	Applications must be received by 4pm Tuesday 23 rd of June 2026.

2. Position Purpose

The State Landcare Coordinator plays a key role in supporting Landcare groups and Landcarers across South Australia to build capacity, strengthen resilience, and deliver on-ground projects that protect, enhance, and restore the natural environment.

Working closely with the Chief Executive Officer, the Coordinator will support the Landcare community to deliver projects, access funding, and build long-term sustainability. As the primary field-facing role within LASA, the Coordinator is the organisation's main point of contact with member groups and the broader Landcare community across the state.

The role also encompasses administration of LASA's financial assistance and insurance packages, including small grants and member insurance, ensuring effective and transparent delivery of these programs.

This role is part of the Care for Landcare Program, funded by the South Australian Department for Environment and Water.



3. About the Organisation

The Landcare Association of South Australia Inc. (LASA) is the peak body for Landcare representation and advocacy in South Australia.

We are a member-based organisation supporting community-led sustainable agriculture and environmental conservation. LASA represents over 70 member groups, alongside associate and individual members across the state.

Our team includes a Chief Executive Officer, contracted Financial Officer, communications support, and a volunteer Management Committee representing the Landcare community. We are also part of the National Landcare Network.

LASA offers flexible working arrangements and is a values-driven organisation committed to inclusivity, collaboration, and supporting sustainable land management across South Australia.

4. Job Specifications

a. Responsibilities and Duties

i. Community engagement, collaboration and partnership building

- Build and maintain strong relationships with Landcare groups, partners, sponsors, and stakeholders.
- Support and grow engagement in Landcare and LASA activities, including membership recruitment and retention.
- Facilitate collaboration and information sharing across members, Landscape Boards, Aboriginal groups, and other stakeholders.
- Travel across South Australia to connect with Landcare groups and partners.

ii. Facilitate networking, capacity building and learning

- Support communications, including newsletters, social media, and website content.
- Share relevant training, funding, and engagement opportunities with members.
- Organise workshops and training to strengthen group capacity resilience, and governance.
- Provide guidance on grant applications and reporting.
- Identify and support opportunities to leverage funding.
- Actively respond to member enquiries and provide timely, practical support.
- Support cultural awareness and partnerships with Traditional Owners.
- Encourage the development of new groups and support those at risk of becoming inactive.

iii. Financial Assistance and Insurance Package Administration

- Coordinate and administer LASA's financial assistance and insurance packages, including member insurance and small grants.
- Support the delivery of grant rounds, including application processes, assessment coordination, and acquittals.
- Manage member insurance processes, including onboarding, communication, and ongoing support.



- Ensure accurate record keeping, reporting, and compliance requirements are met.
- Work closely with the CEO and Finance function to support effective and transparent program delivery.

iv. Assist with internal representation and reporting

- Represent LASA as required in external forums, events, and sector networks.
- Provide regular reporting to the CEO and Management Committee on activities, outcomes, and member engagement.
- Contribute to LASA's strategic planning, annual reporting, and program evaluation.

b. Reporting and Working Relationships

The State Landcare Coordinator reports to the LASA CEO and attend meetings of the Management Committee, when required.

Constructive working relationships will be developed with a range of partner organisations to enable a coordinated approach to supporting Landcare groups and volunteers across South Australia.

Specifically, the LASA State Landcare Coordinator will work in close consultation with:

- LASA CEO, Chairperson and Management Committee,
- Landcare groups and Landcarers across South Australia,
- Aboriginal groups and organisations,
- Environmental and primary producer not-for-profit organisations,
- Schools and educational institutions,
- SA Landscape Boards and their representatives, and
- Local government bodies
- National Landcare Network and interstate Landcare peak bodies

c. Special Conditions

The appointment is for an initial period of 2 years and possible continuation dependent on satisfactory performance and funding. The appointment is subject to a three-month probationary period and the availability of on-going funding.

The State Landcare Coordinator will be required to undertake travel within South Australia, including overnight stays and some work outside of normal business hours. A LASA fleet vehicle is provided with this role.

A current South Australian C class driver's licence is essential.

The role requires compliance with relevant work health and safety obligations.



5. Key Selection Criteria

a. Essential

i. Education and Experience

- Tertiary qualifications in a relevant discipline and/or 3+ years of professional experience, or significant equivalent professional experience in a relevant field.

Relevant disciplines and fields include agriculture, environmental science, conservation, natural resource management, volunteer support, communications or similar.

i. Skills and Experience

- Strong interpersonal and networking skills, with a demonstrated commitment to member-focused service delivery.
- Highly organised, with the ability to plan, prioritise and coordinate work to meet deadlines and self-motivated, with the ability to show initiative and work independently.
- Experience coordinating groups, particularly volunteers, to deliver projects or activities and ability to collaborate with community groups, government, industry and stakeholders to develop partnerships and deliver projects and engagement activities.
- Strong written communication skills, with the ability to prepare clear and accurate reports and funding applications.
- Proficient in Microsoft Office (Office 365) and confident using digital systems, including CRM platforms.

ii. Additional Requirements

- Has a strong interest in and commitment to local environmental and agricultural land management issues.

b. Desirable

- Previous experience working with volunteers and/or in a member-based or not-for-profit organisation.
- Experience with key communication tools including social media, WordPress and Mailchimp or similar platforms.
- Cultural competency or experience engaging with Aboriginal and Torres Strait Islander communities.
- Understanding of the Landcare movement and its role in South Australian communities.

6. Performance Indicators

Appointment will be subject to a three-month probationary period, at the end of which a Performance Review will take place. Annual assessment of the key roles and responsibilities and required personal and professional attributes outlined in this position description will also be conducted.

Performance indicators may include, but are not limited to:



- Number and quality of engagements with Landcare groups and members across the state
- Successful delivery and administration of grant rounds and insurance programs
- Number and impact of workshops, training events, and capacity-building activities delivered
- Growth in LASA membership and member satisfaction
- Quality of reporting, communications, and stakeholder relationships

In addition to reviewing performance, the annual assessments provide an opportunity to ensure role clarity, revise the position description, set development objectives, and plan for the year ahead.

7. Other Relevant Information

To assist with good work practices the State Landcare Coordinator will participate in regular internal one-on-one review meetings with the CEO.

LASA is committed to professional development and will work with the State Landcare Coordinator to identify relevant training and development opportunities.

LASA strives to create a diverse working environment and is proud to be an equal opportunity employer. We strongly encourage diverse candidates to apply, including women, Indigenous people, people from multicultural backgrounds, members of the LGBTQI+ community, people with disability and young and mature-aged people. All qualified candidates will be considered without regard to these personal aspects.

We are committed to providing a safe and healthy work environment free from discrimination, harassment or bullying. You are required to comply with the LASA Workplace Harassment and Bullying Policy and Code of Conduct and contribute to and maintain a safe workplace environment.