



Corporate Volunteering Project Officer - Position Description

Location: Melbourne (Hybrid) or Chatswood, Sydney (Hybrid)

Employment Type: 12-month part-time contract (0.6 FTE) (maternity leave cover)

Contract Term: This position has been created to provide parental leave coverage for a key member of our team. The successful candidate will be employed on a maximum term contract for a period of up to two years. The expected duration is approximately 12 months; however, the contract may continue for a longer period, up to two years, depending on business requirements and the return date of the substantive employee.

About the Role

Landcare Australia is seeking a highly organised and proactive Corporate Volunteering Project Officer to deliver our Corporate Environmental Volunteering (CEV) Program.

This role is responsible for the coordination of corporate volunteering events, maintaining strong relationships with corporate partners and community host groups, and ensuring the smooth delivery, administration, and growth of the program.

You will play a key role in connecting businesses with meaningful environmental initiatives, contributing to positive on-ground impact across Australia.

About Landcare Australia

Landcare Australia is an independent, national not-for-profit organisation established in 1989. For over 35 years, Landcare Australia has worked at the forefront of community and corporate engagement in environmental conservation and sustainable land management with activities that protect and conserve Australia's land, water, soils, plants, animals and ecosystems.

Why Join Landcare Australia

- Be part of a purpose-driven organisation delivering measurable environmental outcomes
- Work with leading corporate partners and community groups nationwide
- Enjoy a flexible hybrid working environment
- Contribute to programs that support biodiversity, sustainability, and community resilience

Key Relationships



Reports to: Environmental Grants Coordinator

Direct Reports: Nil

Internal Stakeholders: Environmental Grants team, Partnerships Team, Marketing & Communications, Land Restoration, Corporate Services, WHS Manager

External Stakeholders: Corporate partners, Landcare host groups including NRM organisations, councils, and community organisations

Key Accountabilities

1. Event & Program Delivery

- Coordinate and deliver high-quality CEV events across Australia
- Manage logistics and provide support for host groups with event information, catering, materials, and risk management
- Liaise with corporate partners, Landcare host groups, and internal teams to ensure successful event outcomes
- Attend events to oversee delivery and ensure alignment with program objectives
- Ensure events are delivered on time, within budget, and aligned with agreed KPIs
- Identify and manage potential operational, safety, and reputational risks

2. Program Administration & Compliance

- Manage the Corporate Environmental Volunteering inbox, ensuring timely and professional responses
- Coordinate post-event processes including invoicing and survey reporting
- Maintain accurate records using Outlook, Excel and event management platforms (e.g. TryBooking)
- Ensure all required documentation is current and compliant
- Monitor host group compliance with agreement requirements
- Support the Partnerships Team with corporate agreements and contract administration

3. Stakeholder Engagement

- Build and maintain strong relationships with corporate partners and community host organisations
- Work collaboratively with internal teams to support new business development and to deliver integrated program outcomes

4. Communications & Reporting



- Develop engaging content for corporate reports, newsletters, website, and social media
- Research and write case studies showcasing program impact
- Contribute content to Landcare Australia's Annual Report and other publications
- Review post-event feedback and implement continuous improvements

5. Other duties

- Provide support to the grants team to meet organisational priorities where required

Success in This Role

- Deliver a high volume of well-coordinated, impactful volunteering events
- Maintain strong stakeholder satisfaction and engagement
- Ensure accurate and timely program administration and reporting
- Contribute to the growth and visibility of the CEV program

Skills & Experience

Essential

- Experience coordinating projects or events involving multiple stakeholders
- Strong organisational skills with the ability to manage competing priorities and deadlines
- Proven ability to build and maintain professional relationships across diverse groups
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and digital platforms
- Ability to work both autonomously and collaboratively

Highly Desirable

- Interest in environmental or sustainability issues
- Experience in the not-for-profit sector
- Experience in communications or marketing
- Field experience in environmental projects
- First Aid or WHS training

Other Requirements

- Current Australian driver's license
- Willingness to travel occasionally

How to Apply



Submit your resume and a brief cover letter to recruitment@landcareaustralia.com.au