



Position Description

Position Title	National Program & Evaluation Manager
Location	Canberra
Status	Part-Time (30 hours PW) Fixed Term – 30 June 2028 with extension subject to funding
Reports to	Chief Executive Officer

About the National Landcare Network

The National Landcare Network is the national representative body for community Landcare across Australia. We work collaboratively with State and Territory Landcare Organisations, government, industry and community stakeholders to strengthen and support the Landcare movement.

Our work focuses on enabling community led environmental outcomes, supporting volunteers and community organisations and building the long-term capability of Landcare across Australia.

Position Overview

Under the broad direction of the CEO, the National Program Delivery Manager leads the delivery, monitoring and evaluation of NLN's national programs and funded initiatives.

The role is responsible for translating funding commitments and strategic priorities into well managed programs with clear outcomes, milestones, budgets and measures of success. It oversees program planning, grant delivery, performance monitoring, evaluation and reporting to ensure NLN meets its obligations to funding partners and can demonstrate the collective impact of the national Landcare network.

A key focus is the development and implementation of NLN's National Impact Framework and strengthening how NLN and its members collect, analyse and communicate evidence that demonstrates the environmental, social, cultural and economic impact of community Landcare across Australia.



The position works closely with the Senior Leadership Team, State and Territory Landcare Organisations and delivery partners to build a credible national picture of the network's impact and ensure evidence and evaluation inform future investment, program design, policy and advocacy. Staff supervision and financial commitments are exercised within delegations agreed with the CEO. Priorities, delivery expectations and resourcing are agreed with the CEO to match the available part time capacity.

Key Responsibilities

National program and grant delivery

- Lead the planning, coordination and delivery of NLN's national programs and funded initiatives, including Landcare 2030 and the National Landcare Facilitator Program and its First Nations component.
- Translate funding agreements into clear program plans covering deliverables, milestones, responsibilities, budgets, timelines, resourcing and reporting requirements.
- Monitor delivery against funding agreements and program plans and identify emerging risks, delays, underspends or issues requiring intervention.
- Coordinate delivery across NLN, State and Territory Landcare Organisations, contractors and other delivery partners to ensure milestones and contractual obligations are achieved.
- Maintain appropriate program governance, work plans, decision records, reporting schedules and evidence required to support funding claims and acquittals.
- Work with the Senior Leadership Team to monitor program expenditure, forecasts and variances and ensure financial performance aligns with approved budgets and funding conditions.
- Support the Senior Leadership Team to develop grant applications and funding proposals with realistic delivery models, outcomes, measures, budgets and implementation plans



Monitoring, evaluation and impact

- Lead the development, consultation, testing and implementation of NLN's National Impact Framework with State and Territory Landcare Organisations and other relevant partners.
- Develop program logic, theories of change, shared outcomes, indicators, baselines and performance measures appropriate to national programs and funded initiatives.
- Establish practical monitoring and evaluation plans that define what will be measured, how evidence will be collected and how progress and impact will be assessed.
- Develop consistent and proportionate approaches to collecting quantitative and qualitative evidence while minimising unnecessary reporting burden for members, communities and volunteers.
- Monitor program performance against agreed outputs, outcomes and impact measures and identify where delivery needs to be adjusted.
- Evaluate program effectiveness and identify lessons, emerging outcomes and opportunities for continuous improvement.
- Analyse and synthesise program data to demonstrate the environmental, social, cultural and economic contribution of community Landcare while avoiding double counting or overstating NLN attribution.
- Prepare national impact reports, evaluation reports, dashboards, case studies and briefings for the Senior Leadership Team, Board, Members Council, funders and other stakeholders.
- Use monitoring and evaluation findings to strengthen future program design, grant applications, investment proposals, policy and advocacy.

First Nations staff and program support

- Provide practical program and professional support to First Nations staff, including facilitators, through agreed work planning, regular check-ins, access to resources, development opportunities and assistance with delivery challenges.



- Work with First Nations staff to identify workload pressures and cultural load, support culturally safe ways of working, and raise resourcing or wellbeing concerns with the Senior Leadership Team. Facilitate access to culturally appropriate mentoring and support.
- Support First Nations leadership of engagement and Caring for Country initiatives. Work with Traditional Owners and their nominated organisations so that community priorities, decision-making authority and cultural protocols shape program design and delivery.
- Assist First Nations staff to translate community priorities into costed proposals, delivery plans, partnerships and funding applications, including realistic arrangements for employment, training, technical support and ongoing maintenance.
- Ensure project activities, data collection, case studies and communications respect Indigenous Cultural and Intellectual Property, Indigenous data sovereignty, and community decisions about consent, access, attribution and knowledge sharing.

Innovation in the Landcare sector

- Identify and assess opportunities for new delivery models, partnerships, funding approaches and practical tools that strengthen community Landcare capability and outcomes.
- Work with members, communities and research partners to co-design and test innovations, including digital and data tools and responsible uses of artificial intelligence where relevant. Assess usefulness, affordability, accessibility, environmental implications and data governance.
- Evaluate pilots and share practical lessons. Recommend whether initiatives should be adapted, extended or discontinued based on evidence and community benefit.

Grant assurance, financial management and reporting

- Maintain oversight of NLN's program and grant obligations including milestones, deliverables, reporting deadlines and acquittal requirements.
- Coordinate preparation and submission of high quality milestone reports, progress reports, final reports and grant acquittals.
- Maintain evidence and records sufficient to demonstrate delivery against funding agreements and support audit and assurance requirements.



- Work with the Senior Leadership Team to develop grant applications, budgets and funding proposals that clearly connect community priorities, evidence, activities, outputs, outcomes and intended impact.
- Work with the Business Manager to ensure program financial reporting aligns with narrative and performance reporting, including expenditure, income, forecasting and variances.
- Identify risks to grant delivery early and provide timely advice to the Senior Leadership Team on corrective action, funding variations or engagement required with funding bodies.
- Support funding renewals and new grant opportunities by demonstrating credible delivery performance, measurable impact and realistic future delivery plans

Qualifications and experience

- A relevant tertiary qualification in program management, monitoring and evaluation, environmental management, community development, public administration or a related discipline, or equivalent demonstrated experience.
- Demonstrated experience managing complex grant funded programs including program planning, delivery, monitoring, reporting and acquittal.
- Demonstrated experience developing monitoring and evaluation frameworks including program logic, theories of change, outcomes, indicators and performance measures.
- Strong experience analysing quantitative and qualitative information and translating program evidence into clear impact reporting.
- Demonstrated experience managing multiple funding agreements, milestones, budgets, deliverables and reporting obligations.
- Experience working across multiple organisations or delivery partners to coordinate national or multi jurisdictional programs.
- Demonstrated ability to develop funding proposals that connect identified need, program design, activities, outputs, outcomes, impact and investment.
- Demonstrated ability to work respectfully with First Nations staff, Traditional Owners and organisations and to support culturally safe practice, cultural protocols and appropriate knowledge governance.
- Highly developed analysis and written communication skills with experience preparing grant reports, evaluation reports, executive briefings and funding proposals.