



Landcare Operations Manager

Location: Canberra, ACT

Reports To: CEO

Employment Type: 0.8-1 FTE, based on a standard full-time week of 34 hours (68 hours per fortnight), including occasional work outside standard business hours.

Remuneration: \$100,000 - \$125,000 (incl Super) negotiable

Contract Period: Permanent

Landcare ACT brings people together to care for the landscapes of the ACT. We are a member-based, not-for-profit organisation that supports and promotes community participation in the sustainable management of land, water and biodiversity, helping people build meaningful connections with nature and each other.

We represent and support our members, community groups, volunteers, landholders and local organisations who care for rural lands, urban green spaces, nature reserves and waterways. Working alongside Traditional Custodians, government agencies and other partners, we foster collaboration, environmental stewardship and community action to create healthy, resilient landscapes for current and future generations.

Landcare ACT is the peak body for Landcare in the ACT Region and part of the National Landcare Network. Our work is guided by our [Constitution](#) and [Strategic Plan](#).

We are an equal opportunity employer and seek candidates of all backgrounds and experiences. We have flexible family-friendly employment conditions, including Flextime and Time Off in Lieu opportunities.

The **Landcare Operations Manager** (LOM) will make volunteering easier, more effective and more rewarding, while allowing local groups to retain ownership of their priorities, by managing the team of Landcare facilitators and WaterWatch coordinators. The LOM will report to, and work closely with, the CEO and diverse stakeholders to coordinate a variety of Landcare ACT program/s projects of various sizes, including the Community Stewardship and Environmental Education Program and the Upper Murrumbidgee WaterWatch Program. This role involves planning, coordinating, and executing projects in partnership with Landcare ACT member organisations, volunteer groups and volunteers. The LOM will also manage a team and report back to and meet with funders, who may be government agencies.

The ideal candidate will have good project management skills, experience leading and managing a team, excellent interpersonal and stakeholder engagement capabilities,

and experience in environmental conservation and community engagement. They will be passionate about protecting the environment, enjoy working with diverse communities, and be eager to further develop their skills and expertise in this field.

Key Responsibilities

1. Program/Projects Coordination and management

- Coordinate and assist in the management of programs and projects, ensuring alignment with goals and objectives.
- Help develop, implement and review grant-funded project plans.
- Lead systems and process improvements to improve efficiency and effectiveness.
- Coordinate the implementation of project activities by staff and delivery partners.
- Provide guidance to volunteers and facilitate overall project data collection.
- Ensure the widespread and consistent use of member Activity Plans to assist management, monitoring, insurance coverage and impact assessment.

2. Stakeholder Engagement

- Build and maintain strong relationships with key stakeholders.
- Coordinate stakeholder meetings, workshops, and consultations to ensure inclusive and collaborative project implementation.
- Working with the Communications Manager and Landcare team, communicate project progress, outcomes, and impacts to stakeholders through regular updates and reports.

3. Financial Management

- Manage and monitor (or assist) project budgets.

4. Staff, Community and Volunteer Leadership

- Lead membership and volunteer engagement, including maintaining accurate databases, overseeing membership renewals, supporting onboarding of new members and volunteers, and maintaining ongoing communication through various channels.
- Lead and support a team of Landcare and WaterWatch Facilitators with clear guidance, strong communication and support.
- Develop and implement project community engagement strategies.
- Ensure safety of all volunteers, through training and implementation of Standard Operating Procedures (SOPs).

5. Monitoring and Reporting

- Coordinate and implement project monitoring and evaluation frameworks.
- Prepare regular project reports for the CEO, Board and funding bodies.
- Identify and address any issues or challenges that arise during project implementation.

6. Monitoring and Reporting

- Lead monitoring and reporting of program and project activities.

7. Other

- Other duties as required.

Selection Criteria

- **Demonstrated relevant project and operational management skills**, preferably in the environmental community space, including planning, coordinating multiple projects, managing competing priorities and delivering against agreed timelines and outcomes.
- **Highly developed stakeholder and community engagement skills**, with the ability to build collaborative relationships across community groups, government, delivery partners and other stakeholders.
- **Leadership and team management**, demonstrated ability to lead, support and develop a small team, establish priorities, coordinate workloads and foster a positive, collaborative and accountable working environment.
- **Sound understanding of work health and safety and risk management**, particularly in relation to volunteers, community activities and/or field-based environmental work, with experience implementing practical systems, procedures and training.
- **Strong financial management skills**, including project budgeting, expenditure monitoring, forecasting and financial accountability.
- **Strong monitoring, evaluation and reporting capability**, including establishing meaningful measures, coordinating data collection and reporting on project outputs, outcomes and impact.
- **Excellent written, verbal and facilitation skills**, including the ability to prepare high-quality reports for executives, Boards and funding bodies and communicate effectively with diverse audiences.
- **Strong judgement, problem-solving and leadership skills**, including identifying delivery risks and issues, coordinating others and taking practical action to keep projects on track.

Other considerations

- Experience working with volunteers and community-led organisations.
- Knowledge of environmental conservation, natural resource management and/or citizen science.
- Experience managing government-funded or grant-funded programs.
- Demonstrated commitment to inclusive and respectful community engagement.
- Experience developing and improving organisational systems and processes.



We are an equal opportunity employer committed to fostering a diverse, inclusive and culturally safe workplace. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples, LGBTQIA+ individuals, people with disability, neurodivergent people, and people from culturally and linguistically diverse backgrounds. Reasonable adjustments are available throughout the recruitment process to support applicants with disability or other access requirements. Please let us know how we can support your participation.

For more information about Landcare ACT, our current programs and this role, please contact Dr Michael Robinson, CEO:

- M: 0419992914
- E: Michael.Robinson@landcareact.org.au

To apply, please:

- outline your suitability for the roles considering the Position Description (letter format, maximum 2 pages) with a brief and relevant CV.
- indicate your preferred working hours per fortnight.

Applications should be emailed to Michael.Robinson@landcareact.org.au by **9.00am Monday 19 October 2026**.