

Position Description

Program Coordinator

Job Title:	Program Coordinator
Time fraction	0.8 FTE
Term	Ongoing
Location:	The position is based at 24-28 Collins Street Melbourne
Reports To:	General Manager
Supervises:	Nil

About Landcare Victoria

The Landcare movement in Victoria is made up of community-led environmental volunteer groups and networks that provide leadership and on-ground action, solving local issues relating to landscapes and communities. It includes Landcare groups and networks, 'friends of' groups and other similar environmental collectives.

The vision of Landcare in Victoria is "Local people working together for resilient, biodiverse and productive Victorian landscapes", which is defined in the *Landcare Plan for Victoria 2023-2033*. Guided by our 2025-2027 Strategic Plan, Landcare Victoria Inc (Landcare Victoria) supports landcare to be strong, connected and effective.

Landcare Victoria is the peak body of the Landcare movement in Victoria. It supports around 600 groups of varying size, complexity and geographic location, constituting approximately 19,000 individual members and 90,000 volunteers. The voice of the membership is the Members Council with approximately 30 representatives drawn from Landcare Vic's member groups.

Landcare Vic is governed by a Board of Directors, who appoint and manage the Chief Executive Officer (CEO) and is a membership-based organisation that values genuine engagement, collaboration and meaningful action.

About the role

The Program Coordinator is responsible for the effective coordination and delivery of programs and services including the Community Landscape Action Program. As the landcare system continues to evolve and adapt to current policy settings, landscape action planning can play a role in landcare organisations navigating the current environment by supporting local solutions to global issues. The landscape action plans present a system change opportunity to help ready landcare for the next 40 years, setting a strategic vision and business case for community-led action.

This role includes coordinating and leading a capacity building program for landcare networks to undertake community-led landscape action and explore supportive governance models. The Program Coordinator will work to understand current network needs and work with the landcare community on future investment approaches. Catalysing farmer, volunteer, First Nations and investor engagement throughout the program will be integral to success. This includes partnering in planning and delivering webinars, workshops, presentations and using knowledge translation skills to develop resources.

This engagement focused role will work closely with members, consultants, First Nations groups and government partners. The role will make sure every detail runs smoothly, from program logistics and event registration to delivery. Additionally, you will capture feedback and evaluate successes to enable continuous improvement across the landcare system.

Key Responsibilities

Key responsibilities of the Program Coordinator include:

Coordination and Program Management

- Oversee end-to-end coordination and program management, ensuring all planning documents, budgets, communications with target audiences and reporting are delivered to a high standard
- Facilitate connections and engagement between key stakeholders, including Landcare Networks, National Landcare Network, First Nations groups, State Government, Regional Landcare Coordinators, Sustainable Agriculture Coordinators, and specialist expert partners
- Support local, state and national investor engagement and alignment with Victorian programs including social enterprise, alternative capital and sustainable NFP investment
- Support new landscapes to develop business plans to secure funding for landscape action planning processes.

Engagement and training

- Oversee end-to-end engagement in the program, including enquiries and troubleshooting
- Identify landscape action planning event or training needs, including opportunities for targeted and tailored training of Landcare Networks and professionals
- Deliver an effective and engaging webinar series for Landcare Networks on related development needs/topics
- Develop and facilitate a series of workshops and regional information events
- Develop a series of modules to support landcare networks with existing plans to value add and uplift their plans capability to address landscape returns, in conjunction with expert providers including First Nations groups, as required.

Governance and Administration

- Support relevant Working Group(s), including preparing agendas, meeting papers and minutes
- Prepare timely and accurate project reports for funding bodies.

Monitoring, Evaluation and Reporting

- Undertake a situation analysis of landcare networks across the state
- Prepare and deliver feedback and evaluation surveys, as relevant to events and program
- Document program learnings, achievements and recommendations for future delivery
- Support the organisations monitoring, evaluation and impact reporting and data collection.

Other duties and responsibilities may be required from time to time, at the direction of the CEO.

Ways of Working

Landcare Victoria staff are a diverse group of people who bring a wide range of perspectives, skills and experience. Together we are:

- Hard working and ethical, with a strong personal drive and high levels of professionalism, demonstrating the positive values of Landcare at all times.
- Genuinely committed to collaboration, actively sharing information and taking a curious approach that values and encourages input from a wide range of sources.
- Respectful in our engagement with others, demonstrating a culture of support and team cohesion.
- Innovative, finding creative solutions when situations are complex and directions are not clear.

- Persistent, resilient and resourceful, achieving outcomes in the face of challenges and setbacks.
- Able to operate effectively under pressure, either autonomously or contributing as part of a team as the situation demands.
- Passionate about the Landcare vision and the diversity, tradition and future of the Landcare movement.

Accountability

The Program Coordinator reports to the General Manager and collaborates with all other teams within the organisation. Externally, the role will work closely with the National Landcare Networks' National Landscapes Partnerships Manager and other colleagues at State and Territory Landcare Organisations.

The Program Coordinator requires a valid driving licence and must be willing to travel for meetings and events as appropriate to the role. Overnight travel in Victoria (or interstate) may be required, as well as occasional evening and weekend work. Reimbursement for reasonable expenses is provided as per organisational policy settings.

Landcare Victoria is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying. All employees are expected to comply with Landcare Victoria's Code of Conduct and actively contribute to a positive workplace culture.

Selection Criteria

Essential

- Demonstrated experience in managing community-led landscape projects, and training or capacity building programs.
- An ability to work effectively and respectfully in teams and with a broad range of stakeholders including farmers, volunteers, First Nations, philanthropic and government partners.
- Highly developed organisational skills, with a demonstrated ability to effectively plan, prioritise tasks, exercising judgement and initiative.
- Excellent written and verbal communication skills.
- Demonstrated experience in reporting, acquittal, and evaluation of program outcomes.

Desirable

- Demonstrated knowledge and experience in NFP governance, strategic and landscape planning.
- Demonstrated knowledge and understanding of the principles of landcare.
- Demonstrated knowledge in social enterprise, alternative capital and sustainable NFP investment.

Qualifications

- Qualifications in a relevant discipline (e.g. Community Development, Environmental Science or Natural Resource Management) in conjunction with workplace experience, or significant equivalent professional experience.