



CATCHMENT COORDINATOR

The Southern ACT Catchment Group Inc requires a Catchment Coordinator to work with volunteers, community groups, and a wide range of other stakeholder organisations to promote and implement its catchment strategy and improve the health of the SACTCG catchment.

The coordinator should have a sound understanding of the urban, peri-urban and rural environmental issues affecting the catchment and should be outgoing with good communication, organisational, project management, computer and administration skills.

THE SOUTHERN ACT CATCHMENT GROUP

The Southern ACT Catchment Group (SACTCG) is one of three community-based catchment group organisations in the ACT. The catchment groups act as umbrella groups for the many Landcare, Parkcare and other natural resource management (NRM) interest groups in their geographical area.

The SACTCG Catchment Group completed a 'whole of catchment' planning process in 2007, resulting in the development of the SACTCG Catchment Strategy, preparing the catchment community for engagement with the Australian Government's Caring For Our Country (CFOC) and Clean Energy Futures initiatives, which require a collaborative approach to project delivery. The Strategy is currently being reviewed and updated.

The key function of the catchment group is to coordinate NRM activities including weed education projects, facilitate the implementation of the SACTCG Catchment Strategy and provide strategic support to NRM groups to develop projects and receive and administer grants.

CONDITIONS

The Coordinator will be responsible to the Executive of the SACTCG Catchment Group Inc, which is comprised of representatives from community landcare groups, and report to the Chair of the Catchment Group.

The Coordinator will be appointed initially until 30 June 2013, with continuation of the position beyond then dependent on funding. This is a four day a week position. Salary will be pro-rata of 37.5 hours/week gross with an annual salary of \$70,913 to \$78,514. ie: 30 hours per week with an annual gross salary of \$56,730 to \$62,811 plus superannuation and travel expenses.

Selection Criteria and information for applicants: email: info@sactcg.org.au or go to www.sactcg.org.au

Apply in writing by 10 August 2012 to:

The Chair
SACTCG Catchment Group Inc.
PO Box 2056
Kambah 2902

or by email to glenys.p@grapevine.net.au

For further information ring Glenys Patulny (02) 6231 0603 or SACTCG office (02) 6296 6400

Information for Applicants

ROLE

- ◆ To support the SACTCG Catchment Group and the local community in facilitating the implementation of the SACTCG Catchment Strategy;
- ◆ to assist NRM stakeholder groups to evaluate, monitor and review sub-catchment strategies and action plans;
- ◆ to facilitate, coordinate, motivate and represent key stakeholders to overcome land and water degradation issues in the SACTCG Catchment;
- ◆ to establish and maintain links between natural resource management interest groups to encourage coordination, communication, collaboration, and promote an understanding of catchment management concepts and involvement in NRM activities;
- ◆ To increase community awareness and understanding of NRM, with particular reference to tussock weeds across the region.

Information for Applicants

ACTIVITIES

The Coordinator will work in collaboration with the SACTCG Catchment Group Executive. Typical duties of the coordinator will be to:

- ♦ work in close consultation with landcare and other community groups and stakeholders located within the catchment to facilitate the implementation of the SACTCG Catchment Strategy;
- ♦ liaise with regional and local resource providers to ensure effective implementation of sub-catchment and local scale strategies and actions;
- ♦ jointly organise monthly SACTCG Catchment Group meetings including provision of support services for the Executive;
- ♦ organise, promote and facilitate community-based consultation workshops (as required) that foster 'big picture' thinking and improve communication within the catchment;
- ♦ assist with the development, coordination and administration of catchment-wide projects. This includes responsibility for initiating project development, preparing project proposals, reports, financial management, project implementation, follow-up work, promotion and publicity;
- ♦ prepare display material and attend local events such as fetes and fairs to promote landcare activities and encourage new members;
- ♦ represent the SACTCG Catchment Group at various NRM forums and disseminate information to the landcare community;
- ♦ promote the SACTCG Catchment Group and environmental issues through the media and other appropriate avenues;
- ♦ seek partnerships with the corporate sector for project implementation and sponsorship for group activities;
- ♦ initiate meetings and correspondence with relevant Ministers regarding problems facing landcare groups;
- ♦ undertake other actions as required by the Executive Committee of the SACTCG Catchment Group;

Information for Applicants

SELECTION CRITERIA

1. Sound understanding of natural resource issues and their social implications, in particular urban, peri-urban and rural environmental issues within a catchment context;
2. A high level of oral and written communication skills, that will show ability to communicate and interact effectively with:
 1. a range of individuals, community and stakeholder groups;
 2. all levels of Government and Industry stakeholders;with particular emphasis on:
 - Preparation of detailed project proposals and associated budgets;
 - Marketing, promotional and media communication.
3. Demonstrated skills in project management; ability to work unsupervised to establish priorities, and initiate, organise and complete work tasks within set timeframes;
4. Demonstrated ability to use participatory action programs and community consultation processes for facilitating action and achieving agreement on issues;
5. Proficiency with communications and office equipment and tools such as Microsoft Office and use of the Internet. Familiarity with Geographic Information Systems and/or website knowledge is desirable;
6. Awareness of Occupational Health and Safety principles and their application in the field of natural resource management;
7. Current driver's licence and own vehicle essential;
8. Current First Aid certificate desirable.