



POSITION DESCRIPTION

POSITION TITLE: Project Manager

BASIS OF EMPLOYMENT: Part time, 0.6-0.8 FTE (22.8 - 30.4 hours per week) – work days and hours negotiable. May include some work on weekends and out of normal business hours for special events.

LOCATION: Hobart, Tasmania, with statewide travel.

SALARY: To be negotiated based on skills and experience. \$80,000 - \$85,000 pro rata.

RESPONSIBLE TO: Chief Executive Officer

ABOUT LANDCARE TASMANIA

Landcare Tasmania is the peak body that represents, supports, strengthens and grows the community Landcare movement in Tasmania. It is the oldest State-based Landcare organisation in Australia with more than 300 member groups, plus individual and associate members; supporting over 6,000 volunteers to maintain and improve the health of Tasmania's natural and working landscapes.

Landcare Tasmania is a not-for-profit, non-government organisation and registered charity. We work closely with the community, government bodies, businesses, educational institutions and other environmental organisations to achieve environmental and sustainability outcomes for Tasmania. We have a small but passionate team of staff based mainly in Hobart. We value our high ethical standards and personal integrity among employees. Landcare Tasmania supports and celebrates inclusiveness and diversity in the workplace.

ABOUT THE ROLE:

We are seeking an experienced Project Manager to oversee the development and delivery of a number of Landcare Tasmania's projects. Our focus areas include Landscape Restoration, Community Outreach and Education. The Project Manager works closely with the CEO, Finance Manager and Member Services Manager, and is supported by a small team of Project Officers.

Our ideal applicant:

- Is passionate about caring for Tasmania's environment and values community engagement.
- Has broad knowledge and skills in environmental protection, restoration and management across a range of landscapes and land uses in Tasmania.
- Has experience in community capacity building and knowledge sharing.
- Is organised, efficient and can manage competing priorities while maintaining good attention to detail.
- Is a creative thinker and problem solver who can adapt quickly to changing conditions.
- Is an excellent communicator who can build productive relationships with a range of stakeholders.
- Works well in a fast-paced small team environment and can take initiative to pick up and run with whatever needs to be done.
- Acts with honesty and integrity in their work.
- Enjoys working with a small team and has a good sense of humour.

POSITION RESPONSIBILITIES

Position responsibilities	Duties
Project development	<ul style="list-style-type: none"> ● Prepare project proposals that are evidence based, have strong community engagement and result in beneficial environmental outcomes. ● Consult with and engage Landcare Tasmania members and other stakeholders in project development. ● Ensure that project proposals are accurately costed. ● Assist in seeking project funding from a range of sources. ● Understand and incorporate relevant strategic plans and best practice frameworks into project development (eg. regional NRM strategies, school curriculum, Standards for Ecological Restoration).
Project delivery	<ul style="list-style-type: none"> ● Set project timelines and budgets and monitor delivery to ensure that projects are delivered on time and on budget. ● Monitor and manage potential risks associated with project delivery and workplace safety. ● Work collaboratively with and seek feedback from project stakeholders. ● Gather data and report on project outcomes.
Grant management	<ul style="list-style-type: none"> ● Ensure that grant funded projects are delivered in line with the requirements of the grant. ● Report to project funders and relevant committees, and meet acquittal requirements. ● Manage the technical assessment process for applications. ● Monitor progress of projects to reduce risk and ensure positive outcomes. ● Manage the acquittal process for grants made by Landcare Tasmania.
Team management	<ul style="list-style-type: none"> ● Provide direction, guidance and support for a small team of Project Officers (2-5 employees).
Relationships and collaboration	<ul style="list-style-type: none"> ● Communicate with Landcare Tasmania members and the broader community to gather and disseminate information about local issues. ● Foster mutually beneficial relationships with a range of organisations including government departments, councils, Aboriginal organisations and environmental organisations for professional collaboration and knowledge sharing. ● Communicate the outcomes of Landcare Tasmania's projects to funders, other stakeholders and the broader community.
General administrative support	<ul style="list-style-type: none"> ● Assist with managing, answering and directing enquiries by phone and email. ● Draft a range of correspondence and reports. ● Ensure all member and stakeholder enquiries are logged appropriately in Nationbuilder (CRM). ● Assist with management of team tasks, priorities and deadlines through ClickUp.

SELECTION CRITERIA

Essential

- Relevant tertiary qualifications or demonstrated practical experience in environmental management or project management at an equivalent level.
- Sound understanding and experience of biodiversity conservation and restoration, natural resource management and sustainable agriculture issues in Tasmania.
- Experience in project planning, management, record keeping and report writing.
- Experience managing a small team.
- Experience in assessing and managing risk, both at a project level and an operational level.
- Experience working with a range of stakeholders (eg. private landholders, community groups, councils).
- Excellent communication and interpersonal skills, with proven ability to build productive professional relationships.
- Demonstrated ability to manage competing demands on time on a transparent and professional basis.
- Demonstrated problem solving skills and ability to work in a changing environment.
- Maintains a high level of integrity, trustworthiness and respect for others, including confidentiality of sensitive information.
- Strong computer literacy and the ability to quickly master new technologies.
- Current valid Drivers Licence.
- Working With Vulnerable People registration or ability to obtain.

Desirable

- Experience in delivering community capacity building programs.
- Experience in grant management (on both the grantor side and the grantee side).
- GIS experience.
- Other relevant qualifications (eg. ChemCert, First Aid Certificate).