

NATIONAL LANDCARE NETWORK

MAY 2025

RECRUITMENT PACKAGE

EXECUTIVE OFFICER

PART-TIME .6FTE ~ LOCATION NEGOTIABLE



**WORKING TOGETHER TO PROTECT
LANDS AND WATER**



**National
Landcare
Network**

ABOUT NATIONAL LANDCARE NETWORK

THE VOICE OF AUSTRALIA'S LANDCARE MOVEMENT



A LITTLE BIT ABOUT US

The National Landcare Network (NLN) was established in 2009 by the 8 State and Territory Landcare peak bodies (called State and Territory Landcare Organisations – STLOs) to be the representative body for landcare in Australia.

The NLN works with STLOs to provide advocacy and a support platform for the many and diverse community landcare groups that together make up the heart of the landcare movement. NLN is a not-for-profit company limited by guarantee and it is a registered charity under ACNC.

OUR VISION

**The NLN vision is
'Communities acting to
improve and sustain
healthy, productive
landscapes'.**

**Our mission is to be the
representative, effective
and trusted national
voice for the landcare
community.**

EMPOWERING GRASSROOTS CONSERVATION

The NLN is directed by the STLOs who are the NLN Members, through a formally established Members Council. Together, the Council represents over 6000 community-based landcare groups and over 160,000 individual volunteer members and affiliates.

Through the STLO membership, the NLN provides a powerful forum to advocate, connect, and amplify the voices of diverse landcare groups from every corner of the country. Together, we are building stronger communities, healthier landscapes, and a thriving future for Australia's natural resources.

NLN works in close partnership with other member representative bodies such as NRM Regions Australia, national and regional Aboriginal and Torres Strait representative and support organisations, land conservation peak bodies, farmer peaks and agencies, the Australian Government and the public sector.

We collaborate with Landcare Australia Limited (LAL) to encourage community wide participation in landcare activities. LAL is the caretaker of the landcare brand; they seek government, commercial, and philanthropic partnerships and funding to enable landcare activities, and they coordinate a wide range of national communications and promotion activities, including the National Landcare Awards.

OUR ROLE

Providing a national policy forum for landcare

- Providing a representative national forum to address issues and challenges in sustainable management and conservation of land, water and biodiversity conservation.
- Consulting with STLOs and other stakeholders to review or develop policy and programs to support careful use of Australia's natural resources.

Building capacity for community landcare

- Strengthening knowledge, resources and capabilities of the landcare community nationally.
- Securing financial or other support to benefit the community landcare sector and its action to manage and care for natural resources through partnership with government, community and private entities.
- Maintaining a public gift fund for landcare nationally.

Advocating and partnering for landcare

- Building strong investment and implementation plans for landcare action with the STLOs and their collective membership.
- Promoting the achievements of landcare groups, members and the wider community to protect and care for nature, land, water and culture.



OUR TEAM, OUR CAPABILITY & OUR POTENTIAL

INSIDE THE NLN

The NLN is delivering two transformative projects, funded by the Australian Government under the Natural Heritage Trust (NHT) to strengthen and empower community-led landcare across Australia. These initiatives provide vital funding for our staff and to STLOs - serving as the driving force behind NLN's action and influence.

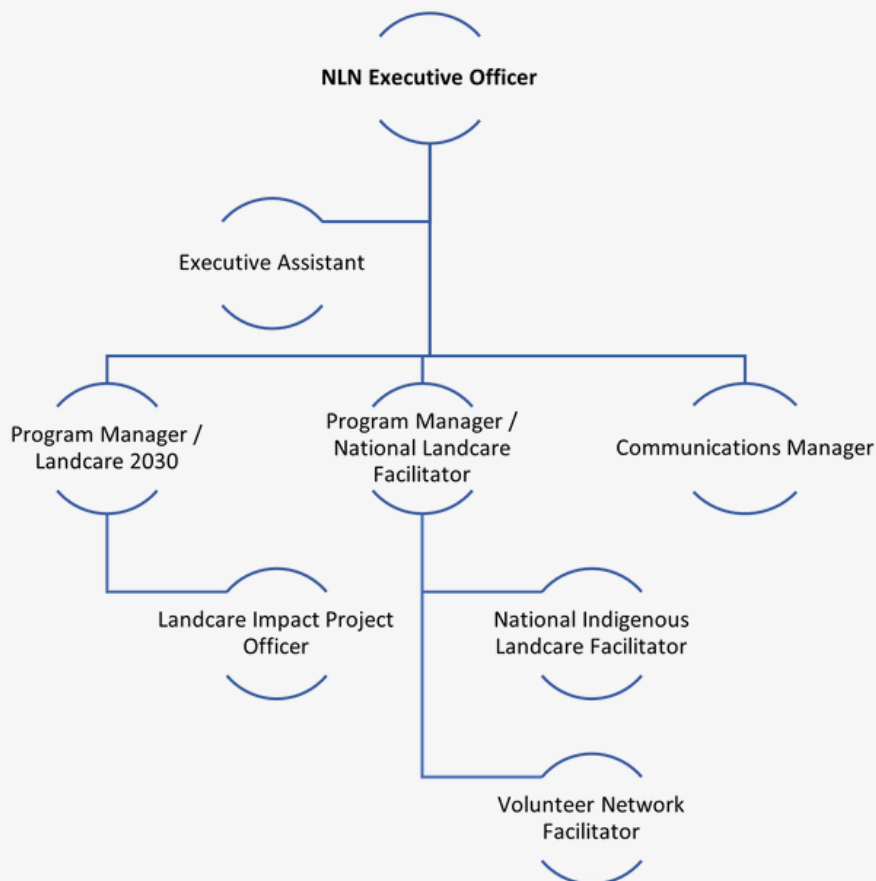
The \$2M **Strengthen Landcare Program** is building the linkages between STLOs and improving network capacity through the delivery of a National Project Bank, a network of Indigenous landcare facilitators, and National Landcare Survey to ensure landcare remains inclusive and adaptable to emerging issues.

The \$5M **Landcare 2030 Program** provides funding to STLOs to maintain operational capacity, and facilitate NHT outcomes including climate smart agriculture and the protection and restoration of Australia's key ecosystems.

Both these projects have a clear intention to respectfully invite greater involvement of Aboriginal and Torres Strait Islander peoples, nations and cultures in NHT projects delivered by the landcare sector.

ORGANISATIONAL CHART

The Executive Officer is directly accountable to the NLN Board of Directors through the Chair of the Board. NLN presently has 7 core staff positions as per the Organisational Chart,



FUTURE DIRECTION

STRENGTHENING THE CAPABILITY AND EFFECTIVENESS OF THE ORGANISATION

The next three years are critical for the NLN, as the NLN and STLOS to work to highlight the strength and impact of community landcare and grow our network of on-ground volunteers.

This will require the NLN to streamline its national structure, strengthen governance, implement effective systems and establish relevant partnerships securing the NLNs role representing community landcare.

Key tasks for the medium term are to review and update our 2019-2024 Strategic Plan, refresh key and abiding partnerships, and ensure NLN is 'fit for purpose' to support, foster and represent the community landcare movement and to be trusted and valued by our STLO Members, the community and by the Australian Government.

ABOUT THE ROLE

The Executive Officer is responsible for the overall performance of NLN, working closely with the Board and STLOs in the achievement of the NLNs strategic goals and core values.

This role will lead the NLN through a new phase, refreshing the governance and business model and establishing a strategy for consolidation and growth in collaboration with STLOs, staff and the Board.

The three key focus areas for the Executive Officer are:

1. Leading and supporting NLN staff in the delivery of present and future projects and programs such as the current Australian Government contracts
2. Working in close collaboration with the 8 STLOs and their senior leadership to ensure delivery of NLN objectives as per the Constitution
3. Communicating operational matters and responding to strategic direction from the Board, and Members Council, including outward-facing representation of the NLN where appropriate

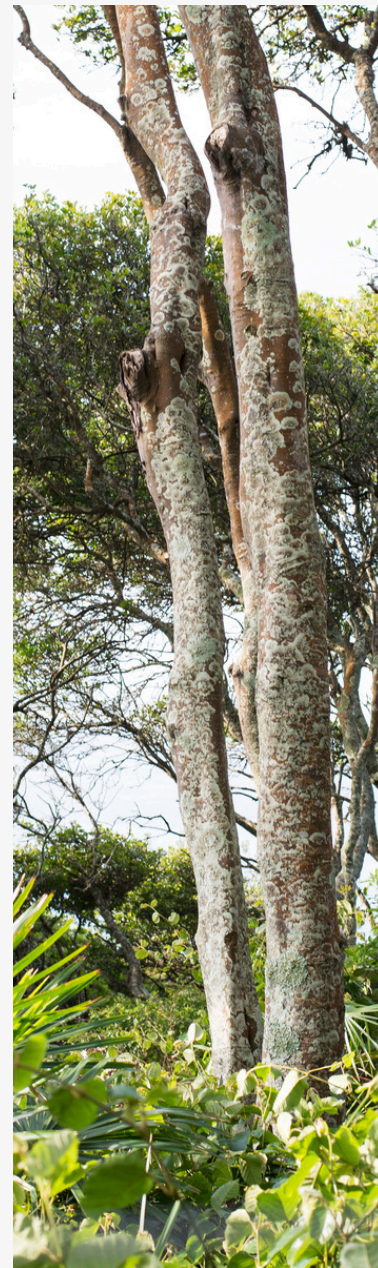
THE SUCCESSFUL CANDIDATE

To deliver the NLN Strategic Direction, the Board seeks an Executive Officer with a proven aptitude for streamlined organisational processes, strategic planning, workflow efficiencies, and judicious use of scarce resources. You will have strong project management skills, and financial and contract management experience.

The ideal candidate will be a skilled communicator and change manager, able to nurture strong and open connections with STLOs, and maintain a safe and respectful working environment for NLN staff and collaborators.

You will have had past experience working in the not for profit sector, preferably working in environmental, NRM or agriculture sectors, and have some understanding of community volunteerism and related networks.

This is a unique opportunity for a thoughtful and careful leader who can improve our relationships with members and stakeholders, implement clearer business processes, and secure the trust and confidence of staff.



POSITION DESCRIPTION

NLN EXECUTIVE OFFICER

- 1. Salary:** **\$130,000 to \$150,000 pro rata per annum plus superannuation, allowances and CPI indexation.**
Negotiable based on experience and qualifications.
- 2. Position Specification:** **Part Time – 0.6 FTE** – with potential to increase dependent on funding.
3 years initial contract.
Start at or near 1 Aug 2025 to 30 June 2028.
This position is ongoing subject to funding.
- 3. Location:** **Working from home/ remotely - with limited travel across Australia.**
Home / office location negotiable within Australia.
- 4. Reports to:** **NLN Board Chairperson.**
- 5. Direct Reports:** Program Manager - Landcare 2030, National Landcare Facilitator, Communications Manager, Executive Assistant.

Key Responsibilities:

- Lead the ongoing evolution of NLN's strategic direction with the Board and STLOs, through a review of the current strategic plan, corporate compliance framework and business model;
- Advance the objects and purposes of the NLN in collaboration with STLOs and their senior leadership;
- Work with partners and investors to ensure organisational effectiveness within NLN through effective financial management, sound governance processes, meeting all statutory and contractual obligations;
- Ensure all NLN workplaces are safe, welcoming and equitable for all staff and contractors;
- Maintain, improve and expand relationships with relevant stakeholders including related peak representative bodies from the Natural Resource Management (NRM), agriculture, nature conservation and volunteering sectors;
- Ensure programs are appropriately designed, implemented and evaluated.

Selection Criteria:

1. Appropriate qualifications or demonstrated experience in executive leadership in Member-based volunteer organisations in the not-for-profit sector in Australia. Familiarity with land and environmental management, conservation, or rural community engagement will be highly regarded.
2. High level stakeholder engagement, advocacy, negotiation and conflict management skills with competencies in government contract management.
3. Excellent strategic planning, financial and policy development skills alongside an outstanding commitment to and record of strong governance, policy development, and compliance knowledge.
4. Proven ability to develop and secure funding through grants, sponsorships, and partnerships.
5. Strong communication and interpersonal skills with the ability to inspire and lead teams.
6. Ability to identify growth opportunities and drive organisational impact.

Qualifications:

Tertiary qualification in Environmental, Social or Health Science, Natural Resource Management, Business, Community Development, Project Management, or a related field, or equivalent previous work experience.

Additional qualifications or professional development in governance, leadership, or financial management would be advantageous.

Required competencies:

A current Australian open driver's licence

NLN strives to create a diverse working environment and is proud to be an equal opportunity employer. We strongly encourage diverse candidates to apply, including women, Indigenous people, people from multicultural backgrounds, members of the LGTBQI+ community, people with disability and young and mature-aged people. All qualified candidates will be considered without regard to these personal aspects.

We are committed to providing a safe and healthy work environment free from discrimination, harassment or bullying. You will be required to comply with all NLN policies including the Workplace Harassment and Bullying Policy and Code of Conduct and contribute to and maintain a safe workplace environment.

Appointment will be subject to a three-month probationary period, at the end of which a Performance Review will take place. Annual assessment of the key roles and responsibilities and required personal and professional attributes outlined in this position description will also be conducted. In addition to reviewing performance, the annual assessments provide an opportunity to ensure role clarity, revise the position description and key performance activities/measures and set development objectives and goals for the year ahead.

Applying for the Position:

To apply please provide:

1. Cover letter outlining why you are interested in the position, your competencies relevant to the position and the Selection Criteria (2 pages maximum).
2. Current CV (3 pages maximum) including contact details for 2 professional referees.

Applications to be emailed to Gerry Butler (NLN Company Secretary) at secretary@nlm.org.au.

Further Information:

Peter Voller, (Board Director)
Selection Committee Chair –
peter.voller@nlm.org.au
0429312861

Closing Date:

Applications must be received by 11.59 pm (AEST) Monday 30 June 2025