



Position Description - National Landcare Program Delivery Manager

National Landcare Network

1. Position Details

Position Title	National Landcare Program Delivery Manager
Specifications	Part-time (30 hours per week, Tuesday-Friday)
Salary	Salary \$115-121k (pro-rata) Negotiable based on experience and qualifications of candidate
Location	Canberra Preferred (Negotiable)
Status	Fixed Term until February 2025, with potential extension depending on future funding.
Reports to	NLN Chief Executive Officer

2. Position Overview:

The Program Delivery Manager is responsible for leading the coordination, delivery and reporting of key national initiatives for the National Landcare Network. Under the broad direction of the NLN CEO, this role ensures effective program governance, financial oversight, stakeholder engagement and strategic alignment with our state partners. This role plays a critical role in advancing Landcare's objectives through grants management, performance monitoring and impact reporting, including a diverse range of methods for data collection and analysis to support advocacy, and policy engagement through the NLN office on behalf of our members contributing to the long-term sustainability and impact of Landcare across Australia. This position works closely with the NLN Strategic Partnerships Manager.

3. Key Responsibilities:

Project Coordination and Management

- Responsible for the design of program frameworks including timelines, expenditures, income, reporting, and deliverables.
- Provide support services for the key NLN initiatives (e.g., Landcare 2030 and the National Landcare Facilitator Program).
- Responsible for project recruitment for project delivery including employees, contractors,



and volunteers.

- Responsible for the management of contractual obligations for NLN including funding agreements.
- Program Monitoring, evaluation and reporting including working with State and Territory Landcare Organizations to establish activity measure, undertake data analysis, evaluation of program outcomes and deliverables, project reporting, and acquittals.
- Lead and oversee program governance activities, ensuring alignment with NLN objectives, compliance with policies and standards and stakeholder engagement
- Drive strategic data driven reporting from the NLN to influence policy and funding outcomes to meet NLN's interests across national and states.

Planning and impact reporting

- In collaboration with the Strategic Partnership Manager, design and lead collaborative workshops with diverse stakeholders to support program development, capacity building, and shared learning across states.
- Translate strategic objectives into actionable plans, ensuring program delivery is aligned with long-term goals and informed by evidence from impact measurement tools
- Co-ordinate state-level impact reporting on initiatives delivered and identify areas of success and improvement.

Risk Management

- Ensure compliance with operational requirements and relevant legislation for all projects relating to quality management, health and safety, environmental policies and general duty of care.
- Work with the Operations Manager to ensure effective and timely assessment of risks to health and safety and implementation of strategies identified to mitigate these risks.

Financial Administration

- Working with the Operations Manager, and Strategic Partnerships Manager support the grant management process including applications, compliance, reporting and relationship management with state partners and recipients.
- In partnership with the Operations Manager oversee program budgets, ensuring financial sustainability, accurate forecasting, and alignment with strategic priorities at both national and state levels.

- Maintain compliant financial recordkeeping for all programs aligned with audit requirements.
- Provide reports to the CEO and the Board on financial outcomes and status of programs as determined by grant agreements, legislation and as required.
- Assist in the preparation of budgets for funding applications.

Other

- Build and maintain effective relationships with federal and state government agencies to support policy alignment, program delivery, and strategic partnerships.
- Contribute to the development and implementation of Landcare-related policies, identifying and leveraging opportunities to scale impact nationally and across states.

4. Qualifications/Experience:

- Tertiary qualification in a relevant field such as program evaluation, community development, public administration or similar, or equivalent demonstrated experience in program or project management ideally within a non-profit operational role.
- Strong project and program management skills.
- Strong analytical and problem-solving skills, with the ability to interpret data and provide actionable insights and recommendations to senior leadership and the Board.
- Proven stakeholder engagement skills, with experience in building and maintaining effective relationships across internal teams, government agencies and community organisations.
- Budget management and financial reporting experience, including proficiency in Excel and strong understanding of financial compliance and audit requirements.
- Excellent organisational and project coordination skills, with the ability to manage multiple priorities and deliver outcomes within tight timeframes.
- Outstanding written and verbal communication skills, essential for reporting, advocacy and workshop facilitation.
- Advanced digital literacy, including proficiency in Microsoft Office and project management tools.
- Experience working with volunteers and volunteer management.
- Passion for environmental conservation and community engagement.

5. What Success Looks Like in This Role – Program Delivery Manager (NLN):

- Successful management of programs including deliverables and outcome achieved, timelines met and with timely reporting to demonstrate impact.
- Program financial management is transparent, streamlined and accurate.
- Funding for programs continues due to effective management and acquittal processes.
- All reporting meets requirement metrics and is delivered on time.
- The NLN CEO, Board and Members Council, receive high quality information to support effective decision making.
- External stakeholders value the services and information provided through NLN events and initiatives.
- The needs of the Landcare movement are promoted in the community at a state and national Level.
- Governance is sound and effective across all projects.

6. Our Values and Behaviours

Representative - Promoting the views and needs of the grassroots Landcare movement and its core philosophies of local decision making, community volunteerism and community benefits (ground up).

- Actively listens to and reflects the voices of grassroots Landcare communities in decision-making.
- Advocates for local knowledge and community-led solutions in national forums.
- Ensures that programs and policies are grounded in the needs and aspirations of volunteers and local groups.

Consultative - The views we represent are developed through consultation with our members.

- Seeks input from members and stakeholders before making decisions that affect them.
- Facilitates inclusive and transparent consultation processes.
- Communicates how feedback has influenced outcomes.

Non-Party Political - The diverse perspectives of Landcare communities inform the movement's bi-partisan approach and are not specific to any political party.

- Maintains neutrality in political discourse while advocating for community and environmental outcomes.
- Engages respectfully with all political stakeholders.
- Ensures messaging and advocacy are grounded in shared values, not party positions.



Knowledge-Based - We build, share, and apply evidence-based knowledge – traditional and new.

- Uses data, research, and lived experience to inform decisions and recommendations.
- Shares knowledge openly across the network to build collective capability.
- Seeks out and applies both traditional and innovative practices.

Networked & Collaborative - Connecting people with people and with the landscape, bonding within networks and bridging across them.

- Builds and nurtures relationships across the Landcare network and beyond.
- Encourages collaboration over competition.
- Connects individuals and groups to amplify impact and share resources.

Inclusive - We are inclusive of all persons and groups with similar aims and objectives as ours.

- Welcomes diverse perspectives and backgrounds into the Landcare movement.
- Proactively removes barriers to participation.
- Creates safe and respectful spaces for dialogue and collaboration.

Focused on Making a Difference - Producing real outcomes for the environment, for our Landcare communities, for the broader Australian community, for our partners and for government.

- Sets clear goals and measures progress toward meaningful outcomes.
- Prioritises actions that deliver tangible environmental and community benefits.
- Celebrates and shares stories of impact to inspire others.

Traditional Custodianship - We acknowledge the traditional custodians of all the lands and waters on which we live, work, and manage. We recognise their deep connections, physical, and cultural to those lands and waters, and commit to learning, sharing and applying knowledge and practices of traditional custodianship in all we do and advocate for.

- Acknowledges and respects the cultural and spiritual connection of First Nations peoples to Country.
- Seeks opportunities to learn from and collaborate with Traditional Custodians.
- Embeds cultural awareness and respect into everyday practice.



How To Apply:

Please submit a cover letter (maximum 2 pages) addressing the key responsibilities of the position and a CV by email to michelle.young@nln.org.au no later than **Monday 20 October at 11pm**.

For further information or queries get in touch with Michelle Young at 0437 256 513 or by email at michelle.young@nln.org.au.

About the National Landcare Network

The National Landcare Network is the peak representative body for community Landcare groups across Australia. The National Landcare Network gives a voice for Community Landcare across the country with over 2000 active State and Territory Landcare Organisation members representing 6000 plus individual Landcare groups and over 160000 Landcarers across Australia.

We represent community Landcare across the country and seeks to foster, support and strengthen the knowledge, resources and capabilities of the Landcare movement and the thousands of volunteers who are at its heart. Learn more about us and our work at www.nln.org.au/.