



Position Description - Environmental Grants Coordinator

Environmental Grants Coordinator	
Location	Sydney or Melbourne
Purpose of Position	<ul style="list-style-type: none"> • Coordination of Landcare Australia grants rounds, in accordance with corporate and government contracts in a timely and effective manner • Develop and maintain effective relationships with key Landcare, corporate and Government stakeholders • Communications and partnership reporting • Support Landcare Australia's field projects
Reports to	Environmental Projects Manager (VIC)
Direct Reports	None
Key Internal Relationships	Landcare Services Team, Partnerships Managers, Communications Team, Finance
Key External Contacts	Landcare, Coastcare and Junior Landcare groups and networks, government, LLS, CMA and NRM organisations, and corporate partners.
Accountabilities	<p>Grant Coordination</p> <ul style="list-style-type: none"> • Liaise with Partnerships Manager/Landcare Services to ensure that effective timelines, guidelines and selection criteria are established • Coordinate grant rounds, including effectively using Salesforce and online grants portal • Manage the grants enquiry inbox and hotline and ensure enquiries are dealt with in an efficient and timely manner • Ensure grant recipients deliver reports on time, and to sufficient quality standards • Inform Finance and Partnership Managers of key grant milestones, to allow invoicing and reporting • Support partnership reporting, coordinating inputs from Partnerships, Communications and Landcare Services teams • Implement tracking tools to ensure grants, projects, and reports are delivered in accordance with contracts and Partnership Agreements • Identify processes and tools to streamline grant administration, reporting and ensure strong governance • Provide input into Annual Report, as required <p>Landcare Liaison</p> <ul style="list-style-type: none"> • Act as a main point of contact for Landcare groups and volunteers • Build successful relationships with Landcare groups and networks • Regularly attend and participate in Landcare projects and events <p>Communications</p> <ul style="list-style-type: none"> • Identify opportunities for media stories, case studies, social media or website content from Groups and Landcare Australia-funded projects • Provide ideas/briefs to Communications/Partnership Managers

	<p>Field Support</p> <ul style="list-style-type: none"> When required, provide support to the Landcare Services team, including involvement in field projects and Corporate Environmental Volunteering events.
<p>Attributes:</p>	<p>You will have demonstrated skills and achievements, delivering environmental grants, projects, or events which involved a large component of community engagement and external stakeholder liaison.</p> <p>You are a flexible self-starter, comfortable working autonomously and within a small team environment.</p> <p>You have:</p> <ul style="list-style-type: none"> Excellent time management skills, and an ability to multi-task work to deadlines Diligent work ethic, with high attention to detail Strong IT and communication skills, across multiple platforms Teamwork and collaboration skills, with ability to work on own initiative An understanding of WH+S issues in a Natural Resource Management context
<p>Key Selection Criteria:</p>	<p>Required Experience and Skills:</p> <ul style="list-style-type: none"> Proven Environmental management and/or Grant coordination experience Formal report writing skills, with excellent editing, written and verbal communications abilities Experience in working with internal and external stakeholders to deliver successful on-ground outcomes <p>Highly Desirable</p> <ul style="list-style-type: none"> A tertiary qualification in an environmental management field, or equivalent IT and Excel data management experience, including CRM uses, such as Salesforce A demonstrated passion for the Landcare cause, not-for-profit, environmental and/or agriculture sector(s) <p>Other Requirements</p> <ul style="list-style-type: none"> Full drivers licence, with a good driving record Ability to undertake occasional travel, as required