

## Sustainable Agriculture Facilitator

<b>Overview</b>	
Position title	Sustainable Agriculture Facilitator
Location	Albany, WA
Remuneration	Annual gross salary \$90,000-\$95,000 plus superannuation pro-rata  Annual gross salary pro-rated for 0.8FTE equates to \$72,000-\$76,000 plus superannuation
Team	Operations
Approval	Chief Executive Officer 26 <sup>th</sup> March 2024

<b>Relationships</b>	
Reports to	Executive Manager Operations and Engagement
Direct reports	Nil
Internal	Operations team, Business Services team, Senior Leadership Team
External	Delivery partners, funding partners, First Nations community and organisations, general public, committee and community members contributing to South Coast NRM

### Position summary and purpose

The Sustainable Agriculture Facilitator (SAF) will provide a designated, central point of contact for farmers, landholders, industry and community groups to support the adoption of sustainable, climate-smart agriculture practices.

The role of the SAF is to improve farmers' and other agriculture stakeholders' knowledge and uptake of climate-smart practices, including understanding of environmental markets. They will also facilitate partnerships and support other climate-smart sustainable agriculture projects in the region.

### Key responsibilities and duties

1. Engage and inform farmers, landholders, community groups, and agriculture industries within the South Coast region about climate-smart, sustainable agriculture practices to help achieve climate-smart, sustainable agriculture outcomes.
2. Facilitate partnerships and connections that will assist farmers, landholders, community groups and agriculture industries to work together to achieve sustainable agriculture outcomes.
3. Support the delivery of sustainable agriculture projects in the South Coast region.
4. Financial management responsibility for projects – projects to be completed on time and on budget.
5. Project management responsibility in accordance with internal project management processes and project head agreement/s – effective management of SAF activities, outputs and outcomes, including procurement and project monitoring and evaluation.
6. Project reporting responsibility for projects – including timelines, status reports and updates on schedule, budget and project acquittals.
7. Develop and support applications to acquire funds and/or partnerships to drive sustainable agriculture across the region.

## Position Description



8. Written communication responsibilities for projects – compile and submit all required documents to meet project reporting and internal reporting requirements.
9. Analytical responsibilities – troubleshoot and resolve any issues or challenges that may arise.
10. Interpersonal skills – represent South Coast NRM in liaisons with external stakeholders to foster effective communication and collaboration and work closely with internal stakeholders to ensure outcomes are achieved.
11. Develop and progress project initiatives with guidance from CEO and Executive Managers.
12. Perform other duties as directed by the CEO and Executive Managers.

### Requirements for success in this role – selection criteria

<b>Skills, knowledge, experience, qualifications and/or training</b>	
Essential	Demonstrated project financial management skills and experience
	Demonstrated project management skills and experience
	Proven interpersonal skills to develop and maintain relationships with key stakeholders
	Strong networking and communication skills, both written and oral
	Facilitation skills and experience
	Knowledge and understanding of agricultural production and natural resource management in the South Coast region of WA, or similar
	Teamwork skills and experience
	High level time management skills
	Advanced computer skills
	Relevant tertiary qualification or equivalent experience in appropriate discipline
	Possession of C class driver's license
Desirable	Experience working with First Nations communities and/or organisations
	Working knowledge of work health and safety

### Policies, workplace practices and conditions

The occupant of this role will comply with and demonstrate a positive commitment to all South Coast NRM values, policies, procedures, and workplace practices.

South Coast NRM staff will ensure compliance with all relevant work health and safety and wellbeing legislation and regulations, and the organisation's policies, procedures, and safe work practices, for the safety of themselves and others.

This position has the potential for some periods away from home and during peak work periods, work outside of normal hours may be required.

<b>Acceptance of responsibilities and expectations of the position</b>			
<b>Employee</b>		<b>Manager</b>	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	