

# Position Description

## Sustainable Agriculture Facilitator



<b>Overview</b>	
Position title	Sustainable Agriculture Facilitator
Location	South Coast region, WA
Contract type	Permanent
Employment status	0.8 FTE (with potential for up to full time)
Remuneration	Annual gross salary \$85,000-\$95,000 plus superannuation pro-rata
Team	Operations
Approval	Chief Executive Officer 17/04/2025

<b>Relationships</b>	
Reports to	Program Lead, Sustainable Agriculture
Direct reports	Nil
Internal	Operations team, Business Services team, Senior Leadership Team
External	Land managers and producers, 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, producer and community groups to support the adoption of sustainable, climate-smart agriculture practices. This is a dedicated position funded by the Australian Government's Natural Heritage Trust.

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 and natural capital approaches. 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, producer groups, community groups, and agriculture industries within the South Coast region about climate-smart, sustainable agriculture practices.
2. Facilitate partnerships and connections that will assist farmers, landholders, community groups and agriculture industries to work together to achieve climate-smart agriculture outcomes.
3. Deliver projects on time and within budget, undertaking financial and project management responsibility for allocated projects.
4. Manage SAF activities, outputs and outcomes, including procurement, project monitoring and evaluation.
5. Produce project reports, including status reports, quarterly reporting and project acquittals.
6. Develop and support applications to acquire funds and/or partnerships to drive sustainable agriculture across the region.

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7. Write content to clearly communicate projects to stakeholders, the public and internally including the facilitation of workshops and events.
8. Use analytical thinking to troubleshoot and resolve any issues or challenges that may arise.
9. Develop and progress project initiatives with guidance from manager / Senior Leadership Team.
10. Perform other duties as directed by manager / Senior Leadership Team.

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

<b>Skills, knowledge, experience, qualifications and/or training</b>	
Essential	Proven interpersonal skills to develop and maintain relationships with 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
	Demonstrated project financial management skills and experience
	Demonstrated project management skills and experience
	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 work outside of normal hours may be required at times, including attendance at evening stakeholder events or meetings. South Coast NRM provides a flexible, collegial working environment.

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