



## Extension Coordinator, Southern Soils

<b>Overview</b>	
Position title	Extension Coordinator, Southern Soils
Location	South Coast region WA, Esperance preferred
Remuneration	\$85,000 to \$105,000
Employment term	Permanent
Employment status	0.8 FTE (negotiable)
Team	Operations
Approval	Chief Executive Officer

<b>Relationships</b>	
Reports to	Program Lead – Sustainable Agriculture
Direct reports	Nil
Internal relationships	Operations team, Business Services team, Senior Leadership Team
External relationships	Delivery partners, growers, funding partners, First Nations community and organisations, general public, committee and community members

### **Position summary and purpose**

The Extension Coordinator, Southern Soils will provide project management leadership to the *Know your Southern Soils* project and will support the extension and adoption of improved agricultural soil management practices in the South Coast region. The role will facilitate collaboration to improve soil knowledge, increase understanding of soil as a natural capital asset, and promote sustainable agricultural practices. The Coordinator will also facilitate partnerships and support other sustainable agriculture and soil projects in the region.

### **Key responsibilities and duties**

1. Engage and inform South Coast farmers and other stakeholders about sustainable soil management, soil health improvement and the value of soil as a foundational natural capital asset.
2. Facilitate partnerships and connections that will assist farmers, landholders, community groups and agriculture industries to work together to improve soil condition, enhance soil carbon storage and integrate soil into natural capital frameworks.
3. Support the delivery of soil-focused projects in the South Coast region.
4. Financial and project management responsibility for allocated projects. Effective delivery of project activities and outcomes including facilitating workshops and events.
5. Produce project reports, including status reports, quarterly reporting and project acquittals.
6. Communications and awareness raising for allocated projects.
7. Utilise analytical skills to troubleshoot and resolve challenges or issues that may arise.
8. The opportunity to develop and progress soil-focused initiatives, funding applications and partnerships, with guidance from manager / Senior Leadership Team.

## Position Description



9. Perform other duties as directed.

### 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/or natural resource management in the South Coast region of WA, or similar
	Demonstrated project and financial management skills and experience
	Teamwork skills and experience
	High level time management skills
	Advanced computer skills
	Relevant tertiary qualification or equivalent experience
	Possession of C class driver's license
Desirable	Knowledge of natural capital frameworks and/or sustainable soil management
	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:	