



CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION

Background

Landcare Australian Capital Territory (LACT) is the incorporated peak body for Landcare and supports and promotes over 60 community groups who help look after urban parklands, countryside, nature reserves and waterways.

The foundation members of LACT are the ACT region's three catchment groups (Ginninderra Catchment Group, Molonglo Conservation Group and Southern ACT Catchment Group), the ACT Rural Landholders Association and the Buru-Ngunawal Aboriginal Corporation.

LACT is a not-for-profit organisation with a skill-based Board of Directors, supported by member representatives on the Members Council. Landcare ACT is part of the National Landcare Network (NLN) as one of the State and Territory Organisations (STOs). Through the NLN, LACT contributes to Landcare Australia Limited (LAL) the federally funded national Landcare body.

LACT receives base funding from the Australian Government as part of the NLN. The role of LACT is established in the Constitution and activities are guided by a Strategic Plan.

Role and Responsibilities of CEO

The LACT CEO is a part time (20-25 hours per week depending on funding availability) reporting to the Board Chair. It may be a contract position or an employee.

In accord with the Constitution, the CEO role is responsible for LACT's organisational management, leadership and implementation of the Strategic Plan to achieve the objectives and deliver desired on-ground outcomes. The CEO's specific responsibilities include:

- a. organise quarterly face-to-face meetings of the Board, plus other meetings as required out of session, and organise and chair quarterly face-to-face meetings of the Members Council and take meeting records
- b. develop in consultation with Board and Members Council the annual Business Plan and Budget to deliver the Strategic Plan
- c. manage the organisation including implementation of projects and programs, administration of finances and of contracted business services (e.g. accounting and social media), ensure compliance to legislative obligations and ensure record keeping is adequate and timely
- d. achieve the NLN STO subcontract requirements and represent the ACT's interests with the NLN and LAL
- e. identify and develop potential revenue stream(s), to help achieve strategic objectives
- f. promote community landcare and coordinate awareness raising activities to provide recognition and support to existing volunteers and increase community environmental stewardship
- g. enhance LACT's profile to influence and be an effective voice to governments, business and the wider community including representation on behalf of members as media spokesperson
- h. build and maintain constructive relationships with allied organisations and facilitate collaboration between landcarers and key stakeholders, including governments.



Performance Indicators

Satisfactory performance will be assessed annually by the Board, based on the following indicators:

1. timely and efficient execution of tasks including administration, records and management of the Business Plan and Budget as assessed by Board Chair and Treasurer.
2. satisfaction of membership maintained or increased, as demonstrated by surveys and overall increase in volunteer numbers
3. awareness of landcare is grown, as demonstrated by surveys and expansion of activities
4. strength of external relationships with key stakeholders including Government, as demonstrated by increased funding and requests for engagement
5. effective operation of the organisation, towards shared goals with upholding of values, as demonstrated in annual reports and governance review.

Performance assessment will be undertaken one month prior to contract completion, with negotiated decisions on contract renewal and contract payment amount.

Selection Criteria

As a contracted CEO, an ABN is a pre-requisite and the following are essential attributes:

- thorough understanding of landcare purpose and principles
- experience in business management with skills in project and event management
- excellent written and oral communications skills
- sound knowledge of ACT government and the community organisations involved in landcare in the ACT
- demonstrated ability to establish good relationships with key stakeholders, including government.

Additional to the above, experience in leadership and management of a not-for-profit member based organisation is important but not essential.