

18 April 2024

Dear Applicant

Application Kit - Sustainable Agriculture Facilitator (SAF)

Thank you for your interest in applying for the Sustainable Agriculture Facilitator (SAF) position at Cape York Natural Resource Management (Cape York NRM). This is a full time fixed term contract until 30 June 2028 with possibility of extension, based in Cairns or Cooktown.

To be considered for this position, applications must be submitted online at <https://capeyorknrm.com.au/about/vacancies>. The online application process includes the submission of the following:

1. Online application form
2. Cover letter
3. Resume (maximum 5 pages)
4. A separate document addressing the selection criteria (maximum two pages)

The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria.

The successful applicants that are shortlisted will be contacted immediately for an interview. Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours, please email hr@capeyorknrm.com.au

For further information on this position, please call Brett Carlsson, NRM Program Lead on 0499 405 558 or email brett.carlsson@capeyorknrm.com.au.

Yours Sincerely



Pip Schroor
Chief Executive Officer



Position Description

Position Title	Sustainable Agriculture Facilitator	Location	Cooktown or Cairns
Works with	Project Leads & Officers, Communications and Engagement team.	Reports to	NRM Program Lead
Classification	Band 3.1E	Employment terms	Fixed term contract until 30/06/2028 Full time hours with possibility of extension
Salary	\$85,489 pa + super + 5 weeks leave + leave loading		

The Role

Cape York NRM (Natural Resource Management) is seeking a dedicated and passionate Sustainable Agriculture Facilitator (SAF). The SAF will be a designated central contact point for farmers, landholders, industry, and community groups aimed at supporting climate-smart, sustainable agriculture practices across Cape York Peninsula.

The SAF is responsible for the provision of extension services to the agricultural sector to improve knowledge and uptake of climate-smart, sustainable agriculture practices including best practice natural resource management, practices that support emissions reduction and build climate resilience on-farm and to facilitate the understanding of carbon and biodiversity markets.

The position is responsible for the day to day project management of the Sustainable Agriculture Facilitator Project held by Cape York NRM.

About Cape York NRM

Cape York NRM is a not-for-profit organisation and registered charity, with a mission to help people work to care for the natural environment while promoting the sustainable use of natural resources in Cape York Peninsula. The organisation is involved with partnerships across Cape York, and through these relationships, implement activities based on principles of sustainable development, capacity building, project support and development, and regional coordination and planning.

Cape York NRM is staffed by a dedicated team who work with individuals, groups and communities across Cape York Peninsula to care for Country, through activities that promote and support the organisation's mission.

Key Roles & Responsibilities

Management Accountability

- The SAF will facilitate partnerships and connections and will work closely with farmers, landholders, community groups, extension officers and agriculture industries to work together promoting and implementing sustainable agriculture practices within our community and help achieve sustainable agriculture outcomes. This will involve facilitating and implementing workshops, events and activities that promote sustainable farming outcomes to achieve Australian Government objectives for sustainable agriculture and natural resource management outcomes.
- Coordinate SAF project activities, timelines, and resources effectively and ensure required planning

and reporting is undertaken as per Australian Government requirements in a timely manner with the support of the team and supervisor.

- Support other Cape York NRM climate smart sustainable agriculture projects where needed.
- Provide regular reporting to the Leadership team on work completed and key activities underway.

Technical Responsibilities

- Knowledge of the NRM and Agricultural sector and the application of best practice natural resource management.
- High level of computer skills particularly in relation to data collection and analysis, mapping, budgeting and reporting.
- Significant experience in project management including monitoring milestones, deliverables and budgets.
- Excellent time management skills with the ability to set and meet deadlines.

Partnerships and Communication

- Build positive and mutually-beneficial working relationships with all Cape York NRM staff.
- Prepare reports and presentations to communicate findings and recommendations with the support of the Cape York NRM Team.
- Work closely with Cape York NRM communications staff to ensure quality information is provided to support communications about deliverables and achievements.
- Work closely with Cape York organisations and land managers, land trusts, Indigenous groups, Federal and State government, conservation and agricultural sector, community groups and other groups as required.

Problem Solving

- Independently apply problem solving approaches to issues/situations, ensuring an adequate analysis of necessary and available information, and the appropriate involvement of Cape York NRM staff, partners and others.

Organisation wide responsibilities

- Participating as required in multidisciplinary working group arrangements.
- Participating in performance review processes.
- Performing all duties in accordance with Cape York NRM's Policies and Procedures and code of conduct.
- Actively comply with Workplace Health and Safety provisions in each workplace.

Skill Requirements / Key Selection Criteria

Essential

- Experience in the effective management of projects including budgeting, reporting and monitoring
- Demonstrated ability to work independently, with partners and other staff
- Demonstrated experience working in sustainable agriculture, natural resource management or a closely related field, with sound knowledge of, and experience in addressing priority issues in the Cape York region.
- Some knowledge and experience in the context of agricultural extension and outreach.
- Demonstrated high quality writing skills across a range of communication products.
- Excellent verbal communication and interpersonal skills to interact with the public and for working as part of a high-performing team

Qualifications and Experience

- Relevant degree or equivalent qualification in Agriculture, Environmental Science or related field and considerable relevant experience.
- Considerable demonstrated project management skills and experience, including the ability to develop and work within budgets, meet deadlines, and maximise results from limited resources.
- Understanding of Agricultural and Natural Resource Management issues, processes and the role of community and business in Natural Resource Management.
- Experience working and/or living on Cape York Peninsula would be an advantage.
- Competent and Computer Literacy (Microsoft Suite products, Open Project and Google Docs).
- A current Australian class C driver licence.
- A current Blue Card or able to attain.
- A criminal history check will be required before the commencement of employment.
- A current First Aid & CPR Certification or ability to attain.
- Ability to work flexible hours, i.e. out-of-ordinary hours and weekends as this role may require frequent remote area travel.
- Ability to travel and spend nights away from the home base to attend fieldwork, meetings, conferences and training.
- Four-wheel drive vehicle experience is desirable.