



POSITION DESCRIPTION

Position Title:	Nursery & Support Centre Coordinator
Location:	Southern Otway Landcare Network (SOLN), Yuulong to Wye River (position based in Apollo Bay)
Remuneration:	As per Professional Employee Modern Award 2010
Tenure:	0.4-0.6 Full Time, potential for higher fraction in future
Tenure Period:	One year from appointment with the potential for renewal

About SOLN

SOLN is a voluntary, not for profit, community organisation with over 100 volunteers, four Landcare groups and six special interest groups. Based in Southern Victoria's iconic Otway Ranges, SOLN plays a central role in the protection and restoration of biodiversity in a flagship region of national environmental significance. Due to changes in land use and population demographics, SOLN has shifted in focus from sustainable farming practices to community education and environmental restoration.

Structure of SOLN

SOLN is an umbrella organisation that currently supports four Landcare groups and six special interest groups. We also provide a mechanism to apply for funding from several different sources to support projects and staff employment. The groups are:

- Hordern Vale Glenaire Landcare Group
- Otway Barham Landcare Group
- Apollo Bay Landcare Group
- Wye to Wongarra Landcare Group

- Otway Mushroom and Fungi Group
- Edible Garden Group
- Otway Ocean Care
- Otway Ornithologists
- Shrub Club Community Nursery (SCCN)
- Southern Otway Beekeepers



Position Reports to

- The Chair of SOLN

Key Responsibilities (to be assumed on a gradual basis)

- Coordination of Shrub Club Community Nursery (SCCN)
 - Stock management and planning, including good record keeping of species provenance and propagation conditions, as well as financial transactions.
 - Coordinating and planning the weekly tasks for volunteers such as sowing seeds, pricking out seedlings, propagating cuttings, checking stock levels meet revegetation project needs, weeding, etc. Currently this takes place each Wednesday from 8am-2pm at the Support Centre off Montrose Ave, although there is the potential to start a new session in the future to accommodate increased demand.
 - Promotion/marketing of nursery products and services
- Coordination of market day stalls
 - The SCCN aims to run a market stall every month at the Apollo Bay foreshore or Farmers Market. This help us sell excess plants and increases awareness of what we do, enabling recruitment of new volunteers and providing another opportunity for (environmental) broader community outreach.
- Supervising funding and implementation of Support Centre renovations
 - SOLN has received substantial grants to install new nursery benches and watering systems. The renovations require management, and additional grants/donations (of time, equipment or funds) are needed to finish the shed and kitchen space, as well as build a washing station and compost bays.
- Coordination of working bees with Landcare groups
 - Working bees are a great way to bring the community together, control weeds, plant trees and do maintenance work. This role will include organising dates, projects, volunteers and food.
- Coordination of weekly plant walks
 - Collecting seed and cuttings as per nursery needs and revegetation projects, as well as building community plant knowledge and monitoring the SOLN area for environmental health.
- Supporting general capacity of the organisation:
 - facilitating environmental education:



- Working with groups such as the U3A, Lavers Hill and Apollo Bay schools and preschool
- Providing written and visual content to the Otway Light, Apollo Bay News, SOLN social media platforms, Apollo Bay Radio
- Working with Colac Otway Shire, DELWP and GORCAPA to support usage of local native plants
- Establishing new gardens and environmental displays with the Apollo Bay Historical Society
- Organise WHS courses such as first aid for staff and volunteers
- assist the organisation and community in applying for grants to develop new projects and expand the reach/environmental work of SOLN and its partner organisations
- general office, nursery and environmental duties, such as responding to emails, updating promotional material, ensuring facilities are kept clean and tidy, half-yearly reports to SOLN's Committee of Management on nursery position.

Selection Criteria

- A broad knowledge of the indigenous plants of the southern Otways and how to identify and propagate them
- An ability to work cohesively and respectfully with a diverse volunteer base and broader community members to achieve SOLN's vision and aims; experience in community work and volunteering will support this.
- Exceptional communication and interpersonal skills that allows you to deal effectively and respectfully with a diverse group of community members and partner organisations
- Initiative, energy and drive to continue and expand the work of SOLN and the Southern Otway community
- A passion for the environment, sustainability, biodiversity conservation and community
- A willingness to work flexible hours to ensure that the community is engaged at its own level
- Experience in, or a willingness to learn, grant writing and project management
- A broad knowledge of the environmental weeds of the southern Otways and how to control and/or eradicate them or a willingness to learn

Other Relevant Information

- SOLN is an Equal Employment Opportunity Employer.