



# Gympie & District Landcare Group

## **POSITION DESCRIPTION**

<b>Position:</b>	Junior Propagation Assistant
<b>Hours:</b>	20 hours per week depending on project availability (weekend work may be required)
<b>Award:</b>	Nursery Award 2010
<b>Pay Rate:</b>	Introductory Level – rate per hour is dependent on age, plus any entitlements as defined in the award related to your role.
<b>Contract:</b>	Part-time
<b>Report to:</b>	Shane Litherland

## **Our Organisation**

Gympie and District Landcare Group is a community based organisation active in the Gympie Region, Queensland. The Group is an incorporated organisation and a registered charity. Members elect an Executive (Management Committee) each year that is responsible for management oversight. Members and volunteers are integrally involved in the group's main activities: operating a local native plant nursery; raising biocontrol insects for invasive plant species control; providing land care services, fostering local land caring activities; and community education.

## **Purpose of Position**

The purpose of this position is to support the propagation activities of the native plant nursery.

## **Person**

The successful candidate will ideally be reliable, passionate about plants and customers, an enthusiastic self-starter who is willing to work with our community to meet the environmental objectives of the nursery. This person will have initiative and be open to taking direction and learning from a broad range of people.

This is a junior position and the successful person must be between the age of 14 and 9 months – 18 years old, preferably an early school-leaver.

## **Responsibilities**

- Assist the Nursery Manager in keeping good and accurate records;
- Grade and pack orders as required;
- Undertake propagation as directed;
- Work with the Nursery Manager to plan propagation schedules;
- Answer phone calls and take messages when required;
- Assist with stock take, stock replenishment and labelling; and
- Work cooperatively with other teams to support the visions and purpose of Gympie Landcare.

## **Required Knowledge, Skills and Abilities**

### **Desirable**

- Willingness to develop a working knowledge of the nursery stock and plant suitability;
- Solid communication and interpersonal skills;
- Friendly, helpful, confident and engaging personality;
- Basic administration skills;
- Ability to prioritise workload; and
- Intermediate computer skills.

### **Physical Demands**

This position may be physically demanding at times and requires a person who is fit, energetic and flexible. At times you will be required to perform duties outdoors, with appropriate sun protection.

### **GDLG Purpose**

We support and inspire landowners to practice sustainable land stewardship.

### **GDLG Vision**

To leave a legacy of sustainable land care management in the Gympie region.

### **Applications**

Please email your cover letter, resume and references to [admin@gympielandcare.org.au](mailto:admin@gympielandcare.org.au) by 5pm, Sunday 5 January 2020. Please ensure to refer to which position you are applying for.