

Community Coordination Officer (Conservation and Land Management)

Certificate III in Conservation and Land Management – RTD30102

Job Description

Employees specialise in community coordination and facilitation within the conservation and land management industry sector. This work involves coordination of committee work, community liaison, social and fund raising activities, leading a work team and managing finances.

Summary of Training

- Follow OHS procedures
- Observe environment work practices
- Work effectively in the industry
- Participate in workplace communications
- Respond to emergencies
- Process and maintain workplace information
- Produce business documents
- Coordinate board / committee elections
- Present proposed courses of action to meeting
- Service committees
- Give formal presentations and take part in meetings
- Maintain financial records
- Coordinate fund-raising activities
- Coordinate social events to support group purposes
- Process payroll

Note

This is one sample of the skills a person will learn when they undertake this qualification as an Australian Apprentice. Most qualifications have a wider range of skills options from which to choose. In some cases additional prerequisite training may have to be completed. This sample is provided as a guide only. For more details seek advice from GreenSkills.

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