

## Position Details

### NRM Planning Coordinator

			
<p><b>Mackay</b></p>	<p>\$102,000 - \$110,000 p.a. Pro-rata – Part time</p>	<p><b>Strategy</b> 18-month contract</p>	<h2>ABOUT US</h2>

## Position Overview

Are you passionate about natural resource management, regional planning and working with diverse stakeholders to deliver meaningful environmental outcomes?

Reef Catchments is seeking an experienced and highly capable Project Coordinator to lead the development of the Mackay Whitsunday Isaac Natural Resource Management (NRM) Plan.

This is a key role responsible for coordinating the integration of scientific evidence, Traditional Owner and stakeholder knowledge, policy frameworks and regional priorities into a single, digital NRM planning platform.

Working closely with technical specialists, engagement teams and project governance groups, you will help ensure the Plan supports sustainable land use, biodiversity conservation, climate resilience and cultural values across the region.

### About the role

Reporting to the Manager – Business Operations, the NRM Planning Coordinator will lead coordination of the NRM Plan development process in line with Australian Government Regional Capacity Services requirements.

This role focuses on bringing together multiple streams of information and expertise into a cohesive, high quality planning product that supports long term regional environmental management.

Reef Catchments is the Natural Resource Management (NRM) organisation for the Mackay Whitsunday Isaac region. We facilitate change and work for long-term solutions to sustain, protect, and improve our region’s natural resources and environment, both now and into the future.

Our team are skilled and outcome-focused people who are all dedicated and motivated to facilitate positive change in the Mackay Whitsunday Isaac region. We do this through listening, respecting and connecting with landholders, industry, first nations people and the community. Our local connections and insights are enhanced by an ongoing commitment to embracing new technologies and adapting to evolving standards.



You will provide high level technical and strategic coordination, supporting project decision making, quality assurance and stakeholder engagement.

### Key Responsibilities

- Coordinate the development and delivery of the Mackay Whitsunday Isaac NRM Plan in line with project milestones, funding requirements and compliance obligations
- Integrate water quality strategy objectives and regional natural resource management priorities across planning outputs
- Synthesize scientific, spatial, policy and engagement information into clear, practical frameworks
- Support culturally appropriate engagement with Traditional Owners, stakeholders and partners
- Coordinate contributions from technical specialists, consultants and internal teams
- Assist with development of regional monitoring, evaluation and performance frameworks
- Support preparation of engagement materials, workshop content and consultation documentation
- Contribute to quality assurance, risk management and governance processes
- Maintain strong documentation standards, version control and digital planning platform inputs

## About You

You are a collaborative and solutions focused professional with strong experience in natural resource management, environmental planning or a related discipline.

You will bring:

- Demonstrated experience coordinating complex projects or planning processes
- Strong ability to translate technical, scientific or spatial information into practical outputs
- Experience working with stakeholders across government, community or Traditional Owner groups
- Knowledge of regional natural resource management, environmental policy or water quality planning
- Excellent communication, organisational and analytical skills
- Ability to work with a high level of autonomy within project governance frameworks

Experience in digital planning tools, spatial data coordination or environmental monitoring frameworks will be highly regarded.

## About Reef Catchments – Who we are

Reef Catchments are the not-for-profit, non-government natural resource management (NRM) organisation for the Mackay Whitsunday Isaac region. We facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future.

[Read more on our Vision and Values here](#)

This role provides a rewarding professional career path and considerable work/life balance benefits. We offer a flexible and positive work environment, with an opportunity to enhance and build your skills and experience.

[Read more on why you'll love working with us](#)

## Benefits of working with us

- Part time role, open to School hours
- Team building activities
- Wellness incentives
- Professional development budget of \$2000 per year
- Supportive and collaborative team culture

To learn more about the benefits of working for Reef Catchments, please visit the website:  
<https://reefcatchments.com.au/careers/>

## Selection Criteria

- Demonstrated experience coordinating complex projects, planning processes or program delivery within environmental management, natural resource management or a related field
- Ability to synthesise scientific, technical, spatial and policy information into clear, practical planning or strategic outputs
- Strong stakeholder engagement skills, including experience working with community, government or Traditional Owner groups in a culturally respectful and inclusive manner
- High level written and verbal communication skills with the ability to prepare high quality planning, consultation and project documentation
- Experience contributing to governance, quality assurance and risk management processes within project or program environments
- Strong organisational skills with the ability to manage multiple inputs, deadlines and competing priorities
- Ability to work both autonomously and collaboratively within project governance arrangements

## Desirable but not essential

- Knowledge of regional natural resource management, water quality planning or environmental policy frameworks relevant to Reef Catchments

## How to Apply

*To apply for this position, please submit:*

- A Cover Letter addressing the
  - Selection Criteria
  - About you section
- Your current Resume

*For further information, please contact Human Resources on (07) 4968 4200 or email [careers@reefcatchments.com](mailto:careers@reefcatchments.com)*

*Please forward your application to [careers@reefcatchments.com](mailto:careers@reefcatchments.com) by 5pm Sunday 22 March 2026.*

*We are looking to fill this role as soon as possible and will be reviewing and interviewing applications as they arrive. So don't delay, apply today!*