



Blue Mountains Conservation Society Inc.

Nature Conservation Saves for Tomorrow

ABN 38 686 119 087

Position Vacant: Nursery Manager

The Blue Mountains Conservation Society Inc. (BMCS) is a community-based volunteer organisation with more than 900 members. Its mission is to protect, conserve and advocate for the natural environment of the Greater Blue Mountains.

BMCS is seeking an experienced and enthusiastic Nursery Manager to coordinate the day-to-day operation of its native plant nursery. The nursery supports conservation, habitat restoration and community education through the propagation and supply of local native plants and provides opportunities for volunteers and the wider community to promote native plant conservation.

This is a casual position, generally involving 11 hours per week, comprising a seven-hour nursery day on either Tuesday or Wednesday and four hours of administration and other nursery duties. The Nursery Manager will also undertake the Society's nursery stall at the Blackheath Growers Market during the market season, with approximately 11 additional paid hours for each market.

About the role

Working with BMCS nursery volunteers and reporting to a nominated representative of the Management Committee, the Casual Nursery Manager will coordinate nursery operations, including working with enthusiastic volunteers, plant propagation and maintenance, stock and sales records, customer and partner liaison, purchasing and supplies, licensing, infrastructure and equipment maintenance, plant labelling, administration and monthly reporting. The role also involves providing information about native plants to customers and the community.

The Nursery Manager will also coordinate and operate BMCS's stall at the Blackheath Growers Market, including preparing and transporting plants and equipment, setting up and packing down the stall, plant sales and customer service, electronic and cash payments, sales records, reconciliation and banking.

We are looking for someone who has

- Practical experience in native plant propagation, horticulture, Landcare, nursery operations or a related area.
- The organisational skills to coordinate the day-to-day activities of a small community nursery.
- The ability to work effectively with and support volunteers.
- Knowledge of plant propagation, watering, potting, plant health and nursery maintenance.
- Good communication, customer service and administrative skills.
- Competence with basic computer and electronic systems, including Word, Excel and electronic point-of-sale systems.
- The ability to manage stock, supplies, records and routine purchasing.
- An understanding of safe work practices, particularly manual handling and nursery operations.

- A current full driver's licence and the capacity to undertake local travel associated with nursery, supplier and market activities.

Knowledge of Blue Mountains native plants, local provenance species, seed collection and propagation, ecological restoration, and experience working with community or volunteer organisations would be highly regarded.

Employment conditions

The position is casual and is classified at Grade 5 under the Nursery Award 2020 (MA000033). The attached agreement specifies a Grade 5 minimum ordinary rate of \$32.54 per hour as of 1 July 2026, with casual loading and applicable penalty rates paid in accordance with the Award.

Location: BMCS native plant nursery in Blackheath, with some approved work from home and work at the Blackheath Growers Market.

Commencement: By agreement with the successful applicant.

Applications close: Friday 9th October 11:59 pm

How to apply: Please submit a brief application outlining your relevant experience, skills and interest in the position (maximum two pages), together with your CV (Maximum 3 pages) and the contact details of two referees, to:

Annette Sartor

President: Blue Mountains Conservation Society Inc.

Email: recruitment@bluemountains.org.au