



Forest & Bird

TE REO O TE TAIAO | *Giving Nature a Voice*

Ark in the Park Volunteer Coordinator

Team	Projects, Branches and Networks Group
Grade	14
Reports to	Manager National Projects
Location	Auckland
Created	May 2021

Role Purpose	<ul style="list-style-type: none">• To coordinate and champion the volunteer programme within the Ark in the Park project.• To ensure there are sufficient numbers of suitable volunteers to meet the project's objectives.• To ensure that volunteers are well trained and supported during their contribution to Forest & Bird projects, and have the knowledge, skills and capability to safely meet the requirements of their volunteer placement.
Direct Reports	Nil
Budget Delegation	Nil

Forest & Bird

Forest & Bird is Aotearoa/New Zealand's leading independent voice for nature. Our aim is to protect and restore our unique wildlife and wild places, whether they are on land or in our oceans. We're a community based, incorporated society that has a voice in communities throughout Aotearoa/New Zealand. We undertake practical conservation work, advocate on environmental issues at local and central government level, and stand up for nature in our courts. We are the only organisation that does all this.

Our staff are strongly driven by our organisational values of Courage, Collaboration and Professionalism.

As an independent society we rely on public funding and support from our members. Therefore, promotion of Forest & Bird, its role in our society, its work and successes is key to our ongoing effectiveness as an organisation with a strong membership and financial base.

Projects, Branches and Networks Group

This role is part of the Projects, Branches and Networks Group. Our purpose is to help secure better protection of New Zealand's unique natural environment. We do this by leading and supporting the Society's practical conservation work through practical conservation projects managed by staff (the

National Projects Team). We also do this through support for the organised efforts of volunteers in Forest & Bird’s branches, Kiwi Conservation Club (KCC), Youth Network and other Networks.

The National Projects Team ensures volunteer opportunities are aligned with our strategic programme of work.

We work with national and local government bodies, industry leaders, peak bodies, suppliers, potential and current supporters, and internal staff, as well as existing members and branch committees.

Ark in the Park

Ark in the Park (AiP) is part of Forest & Bird’s National Projects Team.

The Ark in the Park is a collaborative community-based programme between Forest & Bird and the Auckland Council, supported by Te Kawerau ā Maki. It aims to enhance indigenous biodiversity and ecosystems within 2700-hectares of the Waitākere Ranges. This programme annually attracts 400+ active volunteers who perform pest control and other essential tasks, allowing for the reintroduction of native species.

Critical Success Factors

There is a requirement for this role to be performed from Tuesday to Saturday inclusive, with some evening work to attend meetings approximately once a month.

Broad Area of Responsibility:	Evidenced through:
Volunteer Coordination	<ul style="list-style-type: none"> • Providing effective and efficient coordination of a full range of volunteer activities including baiting, trapping, track clearing, planting, and native and pest species monitoring. • Organising volunteer sessions catering to a wide range of fitness levels, knowledge and skill levels. • Accompanying groups of volunteers to supervise field work activities. • Promptly and professionally responding to enquiries from new and existing volunteers, and managing general volunteer communications. • Contributing to the development of Forest & Bird’s volunteer policy and best practice.
Schools & Corporate Liaison	<ul style="list-style-type: none"> • Liaising and planning with corporate, school, and other “one off” groups of volunteers. • Supporting NZ and international student internships.
Training and Project Support	<ul style="list-style-type: none"> • Conducting training of volunteers covering a range of topics and skills, including radio use, health and safety, GPS navigation, trapping and baiting, monitoring and GIS management. • Conducting site briefings and inductions for all volunteer groups coming into AiP. • Participation in field team meetings, sharing information, and taking part in group decision making.
Data Entry	<ul style="list-style-type: none"> • Ensuring bait uptake cards and rat monitoring cards are entered accurately into appropriate databases. • Ensuring baitline issues and bait uptake/monitoring data

	are communicated to relevant people.
Mapping	<ul style="list-style-type: none"> • Maintaining and updating GIS maps of the AiP, in collaboration with key volunteers.
Health and Safety	<ul style="list-style-type: none"> • Has knowledge of, and is able to apply emergency management procedures. • Is aware of and can identify potential hazards, and takes appropriate action to manage these. • Taking reasonable care for personal safety and wellbeing in all Forest & Bird workplaces, project sites, and if and when driving vehicles. • Acting in accordance with all reasonable Health and Safety instructions, policies, and signage making sure that acts or omissions do not adversely affect the safety and wellbeing of yourself or others. • Reporting all occupational injury, illness, near miss incidents, accidents, environmental spills or fire (regardless of its severity) to your manager, and logging them as required. • Reporting all hazards which may result in an injury, illness, spill or fire, to your manager, and to F&B's Health and Safety Advisor. • Promotes and models a strong Health & Safety culture at AiP.

At Forest & Bird there will be times when we all pitch in to do additional tasks that are outside our regular roles. This forms part of our culture and celebrates our values of Collaboration, Courage and Professionalism.

At Forest & Bird, all staff are encouraged to contribute to continuous improvement: to support innovative thinking, smart work practices, how we engage across teams, and the overall culture and work environment.

There will be opportunities to participate in forums, committees, and working parties across the organisation and with third parties.

Key Relationships

Internal	<ul style="list-style-type: none"> • Manager National Projects • Ark in the Park Programme Manager • Conservation Health & Safety Advisor • Projects, Branches and Networks Group • Communications Team • Marketing and Fundraising Group • Local Forest & Bird branches in the Auckland region
External	<ul style="list-style-type: none"> • Ark in the Park volunteers • Local and Regional Council staff

All staff are expected to develop professional relationships with other staff throughout the organisation during their tenure at Forest & Bird.

Skills / Experience / Attributes

- At least 3 years' proven experience in coordinating volunteer programmes, preferably in a Not for Profit or community-based environment.
- A strong interest in conservation and environmental issues.
- A strong understanding of effective volunteer management principles and practice.
- Strong written and verbal communication skills.
- Excellent interpersonal relationship management skills, with the ability to work with a wide range of people, including volunteers of different ages and backgrounds in the community.
- Highly organised, disciplined, resilient, and capable of managing a wide range of competing priorities while remaining composed.
- Team player with collaborative working style who enjoys working with others to achieve goals.
- Self-motivated with strong initiative, and an ability to initiate and complete tasks independently and in a timely manner.
- Courage to speak up and challenge, improve or raise issues that need to be addressed.
- Experience training others desirable.
- Working knowledge of the Office 365 suite and Content Management Systems, and experience using a range of communication platforms.
- Experience with GIS mapping products desirable.
- Full NZ Drivers Licence, and current Comprehensive First Aid Certificate.
- Good level of physical fitness and tramping, orienteering or other bush experience.