



Forest & Bird

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

Te Hoiere Bat Recovery Project Manager (Fixed Term)

Group	Projects, Branches & Networks
Grade	16
Reports to	Manager National Projects
Location	Marlborough or Nelson (to be agreed)
Created	January 2022

Role Purpose	Efficient and effective management of Forest & Bird's Te Hoiere Bat Recovery Project
Direct Reports	4
Budget Delegation	Nil

Forest & Bird

The Royal Forest and Bird Protection Society has been New Zealand's leading independent conservation organisation since 1923. Our mission is to "Preserve and protect the indigenous flora and fauna and natural features of Aotearoa New Zealand, including land and water habitats".

We are a national membership-based organisation that operates locally and nationally as a key advocate for conservation of nature on land, in freshwater and in the marine environment. We also undertake practical conservation projects across Aotearoa. Among New Zealand conservation groups, Forest & Bird is unique in having a community-based branch structure as well as a regional and national overview and presence.

The Society is self-funded through its members and its supporters. Therefore, promotion of the Society's work and successes is key to its ongoing effectiveness as an organisation with a strong membership and financial base.

Te Hoiere Bat Recovery Project

Forest & Bird's Te Hoiere Bat Recovery Project at Te Tau Ihu/Top of the South Island encompasses:

- predator control at Titiraukawa/Pelorus Bridge Scenic Reserve, with expansion into other high value sites;
- targeted weed control at reserves on Public Conservation Land, and other Crown land within the Te Hoiere Catchment;
- restoration planting of Ronga Reserve;
- bat monitoring programme throughout Te Hoiere Catchment;
- community collaboration with the Department of Conservation, Ngāti Kuia, Te Hoiere Project (Alliance), Nelson-Tasman Weedbusters and the broader community; and

- national networking with other bat recovery projects across the country.

Key Accountabilities

The Te Hoiere Bat Recovery Project Manager is responsible for the overall management of the Te Hoiere Bat Recovery Project and meeting the key outcomes listed below.

The position is primarily responsible for the restoration of high biodiversity habitat within the Te Hoiere catchment, through coordinating a programme to improve habitat via predator control, pest plant removal and planting of natives. The role will also provide oversight of the existing long-term bat monitoring programme.

The position is responsible for the efficient and effective management of Forest & Bird's Te Hoiere Bat Recovery Project, including:

- Meeting performance criteria set by the Manager National Projects at the start of each reporting year.
- Completing assigned projects or tasks and reporting on time (as per an agreed annual work plan), within budget and in accordance with any delegations given or limitations enunciated by Society Policy, the Chief Executive, Group Manager Projects, Branches and Networks or the Manager National Projects.
- Representing and presenting Forest & Bird in a positive manner which maintains its reputation and relationships with significant opinion leaders and organisations.

The Project Manager will work closely with a team of up to 30 volunteers and 10 full and part time staff.

Critical Success Factors

Area of Responsibility:	Evidenced through:
Project Planning	<ul style="list-style-type: none"> • Work with the Forest & Bird and wider Te Hoiere Project (DOC Ngā Awa programme) teams to develop and review a three-year work plan, encompassing several site-specific plans. • Develop and review a long-term plan for the Te Hoiere Bat Recovery Project consistent with the integrated catchment enhancement plan. • Organise and convene quarterly meetings for a formal oversight group, including technical expertise and representation from Forest & Bird branches.
Project Funding and Reporting	<ul style="list-style-type: none"> • Develop a detailed annual project budget and a higher-level multi-year budget for the term of the project. • Manage project expenditure within the limits of the budget. • Complete project reports and provide information as required by the Manager National Projects. • Complete funding reports to a high standard and by the stated submission dates. • Work with staff and external agencies to identify and secure funding for project resources (including wages and materials), including through the Te Hoiere Early Wins Funding Agreement.

	<ul style="list-style-type: none"> • Identify any funding gaps and raise additional funding applications as required.
Project Operations / Conservation Activities	<ul style="list-style-type: none"> • Ensure existing predator control networks are maintained and mapped. • Work with field team and volunteers to expand the predator control network and enhance protection of bats from predators within the Te Hoiere catchment. • Maintain a database of the predator control networks and ensure data inputs and outputs remain accurate and current. • Activate and manage a weed control programme on high value biodiversity sites within the Te Hoiere catchment. • Coordinate revegetation projects at Ronga Reserve and other sites identified to promote bat recovery within the Te Hoiere catchment. • Work with bat monitoring team to ensure an effective monitoring programme is carried out according to best practice.
Staff, Contractor and Volunteer Management	<ul style="list-style-type: none"> • Hire staff and/or contractors in accordance with the Ngā Awa funding contract to ensure project delivery. • Ensure all project personnel receive an appropriate induction, including health and safety and job specific requirements. • Ensure appropriate training and development programmes are undertaken by all project personnel. • Provide effective personnel management and mentoring, including completing performance appraisals for any Forest & Bird employees. • Ensure project personnel have access to appropriate field equipment. • In conjunction with the Volunteer Coordinator, provide induction training for new volunteers and refresher workshops for existing volunteers. • In conjunction with the Volunteer Coordinator, deliver an annual work programme focused on supporting volunteers to maintain and expand trap lines. • Organise conservation volunteer opportunities (e.g., social events, workshops) two times per annum. • Communicate on a regular basis with volunteers and stakeholders. In particular, provide information about project results, procedural changes, and bat-related news.
Collaboration	<ul style="list-style-type: none"> • Work closely with the Te Hoiere Alliance, participating as appropriate. • Nurture iwi involvement in the project, including decision-making and hands-on involvement. • Maintain excellent relationships with the local community and work with them where opportunities arise, e.g., through the Te Hoiere Project Alliance. • Work collaboratively with Nelson Tasman Weedbusters at Ronga Reserve. • Work collaboratively with the national and Australasian bat community.

Community Education & Engagement	<ul style="list-style-type: none"> • Identify opportunities to provide education and raise awareness on biodiversity matters within the catchment. • Work collaboratively with Te Hoiere Project to facilitate improved knowledge of biodiversity values, including bat conservation. • Contribute to Forest & Bird's biodiversity and education programmes, such as the Kiwi Conservation Club (KCC).
Health & Safety (Project)	<ul style="list-style-type: none"> • Develop an updated Health and Safety Plan based on the Project's expanded activities. • Ensure that the Plan is revised and updated regularly. • As a Forest & Bird people manager, take responsibility for meeting Forest & Bird's obligations in workplace health and safety by: <ul style="list-style-type: none"> ○ Ensuring that all project personnel are fully trained and compliant with the Project's Health and Safety Plan. ○ Ensuring direct reports have an H&S induction on starting work with Forest & Bird, have H&S objectives, and are assessed on these at performance reviews. ○ Ensuring accidents/incidents are reported and investigated. ○ Following injury management and rehabilitation processes for injured workers. ○ Ensuring hazards are identified and managed in line with Forest & Bird's hazard management procedures. ○ Leading and promoting H&S by acting as a role model, ensuring H&S is discussed at relevant meetings and encouraging workers to actively participate in H&S initiatives.
Health & Safety (Individual)	<ul style="list-style-type: none"> • Take reasonable care for personal safety and wellbeing. • Take reasonable care that acts or omissions do not adversely affect the safety and wellbeing of others. • Report all occupational injury, illness, near miss incidents, environmental spills or fire, regardless of its severity, to the Conservation Health & Safety Advisor. • Report all hazards which may result in an injury, illness, spill or fire to Conservation Health & Safety Advisor. • Cooperate with any policy or procedure of Forest & Bird relating to safety or wellbeing in the workplace that has been notified to staff. • Comply, so far as reasonably able, with any instruction by Forest & Bird to allow Forest & Bird to comply with the law.

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• Group Manager, Projects, Branches & Networks• Te Hoiere Bat Monitoring Scientist & team• Te Hoiere Field Team Leader & team• Trapping Volunteer Coordinator• Administrative Assistant• Top of the South Regional Conservation Manager• Marlborough and Nelson Tasman Forest & Bird branches
External	<ul style="list-style-type: none">• Te Hoiere Alliance• Marlborough District Council• Department of Conservation• Te Tau Ihu iwi, especially Ngāti Kuia• Volunteers (pest control, bat monitoring, planting, weeding)• Researchers and technical conservation experts• Landowners and local community• Nelson Tasman Weedbusters

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

Key Competencies and Position Requirements

- A background in conservation, ecology or science;
- Working knowledge of New Zealand forest ecosystems and enthusiasm for their protection;
- Proven programme management experience, preferably conservation-related;
- Proven experience leading a practical conservation project/managing field conservation programmes (ideally in a not-for-profit or community-based environment) would be highly advantageous;
- Excellent project and financial management skills. Demonstrated ability to initiate, plan and complete projects on time and within budget;
- Proven experience effectively managing staff and contractors, including recruiting, organising, coordinating and leading a team;
- Experience working with volunteers and understanding of the needs of volunteers and managing volunteer programmes would be desirable;
- Strong written and verbal communication skills;
- Excellent interpersonal and relationship management skills, and the ability to work with and relate to a diverse range of stakeholders, including people of all backgrounds in the community;
- Ability to explain and raise the profile of the project to the wider community;

- Experience investigating potential external funding sources and preparing successful funding applications would be advantageous;
- Highly organised, resilient, and capable of managing a wide range of competing priorities;
- A high level of personal motivation, able to initiate and complete tasks independently and in a timely manner;
- Working knowledge of Microsoft Office 365 software (including Word, Excel, PowerPoint, and Outlook) and experience using online Content Management Systems. Familiarity with GPS, GIS, and other mapping / spatial skills would be desirable;
- Your own vehicle and a relevant, clean full New Zealand Driver's license;
- You are fully vaccinated for Covid-19.