



Forest & Bird
TE REO O TE TAIAO | *Giving Nature a Voice*



Community Activator – Pest Free Hibiscus Coast Project

Job Description

Group	Projects, Branches & Networks
Grade	14, starting at \$71,743 / annum.
Hours	Full time – 37.5 hours/week
Reports to	Pest Free Hibiscus Coast Project Manager
Location	Whangaparaoa Peninsula, North Auckland
Created	April 2024

Role Purpose	Enable the delivery of high-quality community engagement across the 3100ha PFHC project area.
Direct Reports	0
Budget Delegation	Nil
Duration	Fixed Term 1 year

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 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.

Pest Free Hibiscus Coast Project

Forest & Bird’s Pest Free Hibiscus Coast Project vision is ‘*A safe and healthy habitat for native plants and animals transitioning from sanctuaries at Tiritiri Matangi and Shakespear Regional Park, along the Whangaparāoa peninsula and surrounding areas, enjoyed and cared for by the community.*’

Established in 2013, the Project encompasses a total area of around 3100ha of both public and private land on the Whangaparāoa peninsula, expanding to new sites over time to work towards a full predator control grid. Its operations are focused on 4 key concepts:

1. **Efficient and effective operational systems**, including using a Hub model to build community engagement and develop backyard trapping networks.

2. Increase **public awareness and knowledge** of conservation **and community participation** in the project, including providing opportunities for school engagement and effective volunteer training and development.
3. **Improving ecosystem connectivity** through delivery of best practice predator control over an expanding number of sites, informed by pest animal monitoring and measurement of ecological outcomes across the project area.
4. **Establishing partnerships and collaboration** with local businesses and other organisations and groups across the community to increase project capacity and achieve common goals.

Key Accountabilities

The Pest Free Hibiscus Coast Community Activator is responsible for coordination and delivery of the community engagement element of the Pest Free Hibiscus Coast Project and meeting the key outcomes listed below.

The position is primarily responsible for the expansion of the project's predator control network across residential properties, backyard trapping, in a way that develops strong and sustainable relationships and networks with the local community, and records positive ecological and social outcomes.

The position is responsible for the efficient and effective delivery of community engagement as part of Forest & Bird's Pest Free Hibiscus Coast Project, including:

- Meeting performance criteria set by the PFHC Project Manager at the start of each reporting year.
- Reporting any Health and Safety or project delivery risks to the Project Manager as soon as it is noted.
- Completing assigned tasks and reporting on time as per an agreed annual work plan.
- Representing Forest & Bird in a positive manner which maintains its reputation and relationships with local stakeholders and partners.

The Community Activator will work closely with the existing Community Activator, Project Manager and Field Team, as well as a large and growing network of community volunteers.

Critical Success Factors

Area of Responsibility:	Evidenced through:
Delivery Planning	<ul style="list-style-type: none"> • Develop action plans for geographically and socially targeted community engagement and review quarterly against goals. • Development of a detailed Project Communications Plan including measurable goals and clearly defined outcomes. Review quarterly against goals.
Ecological Monitoring	<ul style="list-style-type: none"> • Plan and implement an initiative to increase engagement with ecological monitoring in backyards, including pest animal monitoring and species-specific data recording using platforms such as iNaturalist.
Backyard trapping	<ul style="list-style-type: none"> • Work with the existing Community Activator to continue to increase the number of residents trapping rats in their backyards. Ensure efficient distribution of traps and support ongoing engagement with the programme. • Maintain the database of project members, last contacts and activity levels.
Engagement with target groups	<ul style="list-style-type: none"> • Work with the existing Community Activator to support youth engagement with the project. • Deliver high quality educational sessions in schools and support school trapping / enviro groups. • Identify and develop opportunities for working with migrant communities.

Communications	<ul style="list-style-type: none"> • Create effective, high quality and original content for social media to increase visibility of and engagement with the project. • Produce the project's bi-monthly community newsletter. • Support the Project Manager to write articles for local press. • Research and develop a new set of display materials for use at events.
Volunteers	<ul style="list-style-type: none"> • Supporting existing community volunteers and recruit new people to increase capacity of the community engagement team. • Provide training opportunities for volunteers to increase their skills and knowledge.

General Project Duties	<ul style="list-style-type: none"> • Monthly reporting on tasks as required by the project manager • Participate in project team meetings as required. • Participate in relevant workshops and training courses as and when required. • Equipment is maintained in good condition and stored safely.
Health & Safety	<p>As Forest & Bird staff, take responsibility for meeting Forest & Bird's obligations in workplace health and safety by:</p> <ul style="list-style-type: none"> • Having a sound understanding of the Pest Free Hibiscus Coast H&S documentation including risk assessments and safety plans. • Promoting H&S amongst volunteers by acting as a role model, ensuring H&S is discussed on site and at other relevant meetings. • Take all reasonably practicable steps to ensure their own personal health and safety as well as the health and safety of others who are involved in, or may be affected by, their activities. • Report all occupational injury, illness, near miss incidents, environmental impact or property damage, regardless of its severity, to the PFHC Project Manager and Conservation Health & Safety Advisor. • Report all hazards which may result in an injury, illness, environmental impact or property damage to PFHC Project Manager and the 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.

The responsibilities of this position are expected to change over time as detailed annual workplans are developed, and the team's knowledge and familiarity with the project's area of operations improves. The incumbent will need to be flexible and adapt as the project evolves over time.

Additionally, 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"> • PFHC Project Manager • PFHC Field Operations Lead • PFHC Volunteer Coordinator • PFHC Community Activator • PFHC Field Support Officer • Manager National Conservation Projects • Conservation Health & Safety Advisor • PFHC Volunteers
External	<ul style="list-style-type: none"> • Auckland Council Parks Rangers • Landowners, local community and schools.

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 minimum of 2 years' experience in community engagement initiatives in New Zealand.
- Proven experience of working with a wide range of audiences to deliver positive outcomes.
- Excellent verbal and written communication skills
- A passion for conservation and practical knowledge of and enthusiasm for New Zealand wildlife and the importance of predator control for conservation.
- Good interpersonal and relationship management skills, and the ability to work with and relate to a diverse range of people in a collaborative manner.
- Experience and knowledge of predator control tools and techniques.
- Demonstrated ability to initiate, plan and complete projects on time and within budget.
- Organised, resilient, and capable of managing a range of competing priorities.
- A high level of personal motivation, able to initiate and complete tasks independently in a timely manner.
- Knowledge and proven experience in using social marketing techniques for sustained community engagement.
- Proven experience of using social media platforms to engage a community including ability to develop engaging content using platforms such as Canva and Tiktok.
- Experience working with volunteers and understanding of the needs of volunteers would be desirable.
- Working knowledge of Microsoft Office 365 software (including Word, Excel, PowerPoint, and Outlook).
- Familiarity with Te Ao Māori is desirable for this role including, for example Te Reo Māori, tikanga and waiata.
- This position will require current First Aid certification (i.e. Workplace First Aid as a minimum. Opportunity to renew any qualifications during the period of employment will be made available).
- Your own vehicle and a relevant, clean full New Zealand Driver's license. (The role will require regular travel throughout the project area)