

# Forest & Bird Youth

## Role Description:

### *F&BY Co-Director*

<b>Title</b>	Forest & Bird Youth Co-Director (working alongside current Director)
<b>Reports to</b>	Forest & Bird National Office through the Youth Support Coordinator.
<b>Remuneration</b>	None. This is a volunteer position that comes with much in the way of support, connections, opportunities, challenges and rewards.

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**Overview & Purpose** The role of Forest & Bird Youth Co-Director is the highest level of youth leadership in the Forest & Bird Youth (F&BY) network. The F&BY Co-Director role is a volunteer position that involves working closely with the Youth Support Coordinator to facilitate and support the activities and objectives of the F&BY network across the country.

**Objectives** The two F&BY Co-Directors have four broad objectives:

- € To develop and improve the F&BY network.
- € To encourage, foster and develop youth leadership and talent within the F&BY network.
- € To steer the F&BY network to achieve its goals as the youth voice for nature in New Zealand.
- € To maintain a safe work environment across the F&BY network.

**Accountabilities** In achieving these objectives, the F&BY Co-Directors have three primary roles:

- € **Chairing the F&BY National Committee** which is responsible for setting conservation and organisational goals for the F&BY network and for maintaining and updating the F&BY Charter.
- € **Working closely with the Youth Network Support Coordinator** and other elements of Forest & Bird across a variety of administrative tasks including, but not limited to, onboarding new youth leaders and Hubs, making decisions regarding the central youth fund and minimising and mitigating risks to the F&BY network.
  - Within the scope of these administrative tasks the F&BY Co-Directors have executive power to represent and make decisions on behalf of the F&BY network and often serve as an intermediary with Forest & Bird National Office.
- € **Supporting Hub leaders and their teams** to achieve the conservation and organisational goals of their Hubs.

### Key Relationships

#### Internal:

- € F&BY Hubs and teams
- € KCC team
- € National Office
  - Communications team
  - Conservation Advocacy Team
  - Office of the CE
- € Forest & Bird branches
- € Forest & Bird Council and Board

#### External:

- € Other youth environmental/conservation organisations
- € Politicians, Ministers, Government authorities and local councils
- € DOC and other conservation industry experts
- € Media networks

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### Eligibility

- € The F&BY Co-Directors must be no younger than 18\* years of age and no older than 25 years of age.
  - \*Particularly qualified individuals less than 18 years of age are eligible to apply for a F&BY Co-Director position when

permission is given by Forest & Bird National Office through the Youth Advisor and all other eligibility requirements are met.

- € F&BY Co-Directors must have at least six months' experience in a leadership role in the F&BY network. This includes (but is not limited to) being a member of a Hub leadership team/committee and/or being a member of F&BY Campaigns.
- € The F&BY Co-Directors must be paid members of Forest & Bird.

### Commitment

- € The F&BY Co-Director position operates on annual term lengths.
- € The F&BY Co-Directors are each expected to contribute between 2-6 hours of volunteer effort per week. This figure is an approximation as workload fluctuates throughout the year.
- € The F&BY Co-Directors are each expected to meet with the Youth Support Coordinator at least once per month and to attend the annual Forest & Bird national conference and Forest & Bird Youth Hui.
- € There are rare occasions where the F&BY Co-Directors may be expected to take action on short notice to engage with urgent F&BY matters. Examples of this include but are not limited to:
  - Ensuring that Hubs are aware of restrictions and health and safety protocols brought about by changes in COVID-19 alert levels.
  - Providing input on time sensitive documents/public engagement.
  - Dealing with inappropriate/threatening behaviour expressed by or towards F&BY members.
- € Immediate Past F&BY Co-Directors will be expected (when required) to offer training and support to new F&BY Co-Directors to ensure a smooth transition of responsibilities and administrative tools such as Facebook privileges.

### Attributes

It is expected that those in the F&BY Co-Director role display the following attributes:

- € **COURAGE** - Ask questions, challenge the status quo, be open to holding healthy debate to achieve the best result.

- € **ADAPTABILITY** - Take setbacks in your stride, adjust to new circumstances.
  - € **CARE** - Show caring for our teams and colleagues, provide support and enable growth.
  - € **PROBLEM SOLVE** - View problems as opportunities and find innovative solutions.
  - € **STRATEGIC** - Assess opportunities to maximise benefits and minimise risk to F&BY members, the F&BY network and brand.
  - € **PROFESSIONAL** - Complete work and responsibilities to a high standard.
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### Keen to apply?

- € The first step is to contact Shreshaa Guhan (the current F&BY Director) at [youthdirector@forestandbird.org.nz](mailto:youthdirector@forestandbird.org.nz) or Ash Muralidhar (the Forest & Bird Youth Network Support Coordinator) at [youthsupport@forestandbird.org.nz](mailto:youthsupport@forestandbird.org.nz) to express your interest
- € Your suitability will be best determined by your capacity to work with our current Director via interviews.
- € The final determination of F&BY Co-Director will be at the behest of the Youth Director and Youth Network Support Coordinator.