

ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

JOB DESCRIPTION

JOB TITLE

Reserves and Branch Projects Coordinator

PURPOSE

To support F&B Reserve management and F&B branch conservation projects.

SPECIFIC DUTIES & RESPONSIBILITIES

This role provides technical conservation support to all F&B reserves and branch projects including;

- animal and plant pest control, revegetation and outcome monitoring advice
- management plan development and review
- completing conservation impact assessments
- supporting volunteers and branches to collate and manage conservation data,
- implement best practice and minimum standards.

An important component of this role is to develop and maintain strong relationships.

- key internal relationships include branch committees, honorary rangers, national project staff and the branch support team
- key external relationships include mana whenua, volunteers, the Department of Conservation and Councils

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Exceptional relationship and communication skills are required for this role.

A tertiary qualification in conservation, environmental management, biology or similar

At least 5 years of experience in NZ conservation practises including animal and plant pest control,

revegetation and outcome monitoring.

Experience in the use of Trap NZ and ARC GIS

Experience of working with field teams and volunteers is preferred