

ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

JOB DESCRIPTION

JOB TITLE

Ark in the Park Project Manager

PURPOSE

The purpose of this role is the efficient and effective management of Forest & Bird's Ark in the Park project.

SPECIFIC DUTIES & RESPONSIBILITIES

The Ark in the Park Project Manager will be responsible for:

Project Planning & Risk Management

- Work with project partners to develop annual and long-term project operational plans, budgets and strategic plans as required by Forest & Bird, project partners and funders.
- Ensure adequate technical expertise including representation from Forest & Bird branches & volunteers in the planning process.
- Ensure that planning remains aligned with current best practice principles, includes risk identification and realistic mitigation strategies.

Project Operations Management

- Oversee daily project operations to ensure alignment with strategic objectives, budgets and annual work plans.
- Coordinate the implementation of conservation activities, ensuring they are carried out effectively, efficiently, and safely.
- Manage logistics, including procurement and maintenance of field equipment.
- Ensure compliance with organisational policies, standard operating procedures, and funder requirements.
- Facilitate effective communication and coordination among staff, contractors, and volunteers.
- Monitor on-ground activities and provide support to field teams.
- Identify and mitigate risks associated with project operations.

Project Funding and Reporting

- Ensure project expenditure aligns with the approved budget and follows organisational procedures and policies.
- Prepare regular project reports and updates for stakeholders and funders.
- Prepare funding applications in collaboration with the Fundraising and Membership Team.
- Prepare and submit timely and accurate funding accountability reports as required.

Staff, Contractor and Volunteer Management

- Manage and coach direct reports including completing performance appraisals
- Ensure all project personnel have access to appropriate field equipment and appropriate training to complete their tasks safely and effectively, providing opportunities for refresher training as appropriate.
- Hire staff and/or contractors in accordance with Forest & Bird procedures, to achieve outcomes of approved project plans and long-term strategy.
- Ensure that volunteers are adequately informed, have established communication channels, are well-supported, understand their responsibilities, and are provided with the necessary resources to perform their duties effectively.
- Maintain and grow volunteer contribution to the project.

Partnership Building, Collaboration and Engagement

- Maintain good working relationships with project partners by actively engaging them in conservation activities and decision-making processes within existing partnership frameworks.
- Participate in local forums, hui, and other meetings to promote the project to the wider community,

funderson and decision-makers.

- Support awareness raising initiatives as appropriate to increase the profile of the project and grow the volunteer support base within the buffer zone.
- Represent Forest & Bird and the programme in a positive manner which maintains their reputation and relationships with local stakeholders & partners.

Health & Safety

- Ensure the consistent implementation of Forest & Bird's Health & Safety Management System by all project personnel.
- Ensure that all project personnel (including staff, contractors, and volunteers) are fully trained before commencing their tasks, equipped with the necessary tools and equipment for safe execution, have received a comprehensive Health & Safety induction, and are familiar with the Project's Health & Safety Plan as well as Forest & Bird's H&S protocols.

General Project Duties

- Meeting performance criteria set by the line manager at the start of each reporting year.
- Complete project reports on time and provide information as required.
- Participate in relevant workshops and training courses as and when required.

Key Relationships

- Building and maintaining good relationships with a variety of stakeholders is pivotal to the long-term success of the Project. Key relationships for this role include:

Internal

- Manager National Conservation Projects
- GM Conservation Project Delivery
- Ark in the Park staff and volunteers
- Wider National Conservation Projects Team
- Other Forest & Bird staff
- Forest & Bird Waitākere Branch

External

- Te Kaunihera o Tāmaki Makaurau - Auckland Council
- Mana Whenua, Te Kawerau a Maki
- Project partners and funders
- Independent contractors employed by the Project

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

- At least 5-years proven experience leading a practical conservation project/managing field conservation programme to deliver positive conservation outcomes.
- Management experience 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, understanding of the needs of volunteers, and managing volunteer programmes.
- 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 in a collaborative manner.
- Ability to explain and raise the profile of the project to partners, potential stakeholders, funders and the wider community.
- Fund raising experience involving the preparation of successful funding applications would be highly 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, TrapNZ and other mapping / spatial and data management skills.
- This position requires some familiarity with Te Ao Māori including, for example Te Reo Māori, tikanga and waiata. A person holding the position who does not already have an appropriate level of competence and knowledge will be required and supported to develop them.
- Your own vehicle and a relevant, clean full New Zealand Driver's license.
- Flexibility to work outside 'normal' working hours when required.