

ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

JOB DESCRIPTION

JOB TITLE

Ark in the Park Volunteer and Outreach Coordinator

PURPOSE

Oversee volunteer and outreach activities for the Ark in the Park to meet conservation goals. Responsibilities include managing volunteers undertaking fieldwork and events, hosting groups, organising awareness raising events, handling communication, and implementing volunteer engagement and retention strategies.

SPECIFIC DUTIES & RESPONSIBILITIES

The Ark in the Park Volunteer and Outreach Coordinator will be responsible for:

Volunteer Coordination

- Provide effective and efficient coordination of a range of volunteer field activities including baiting, trapping, track clearing, planting, and native and pest species monitoring.
- Maintain the project volunteer database, including tracking of volunteer activity, hours, emergency contacts, skill level and training status.
- Organise volunteer fieldwork sessions catering to a wide range of fitness levels, knowledge and skill levels, while ensuring the safety of all workers.
- Manage general volunteer communications, queries and scheduling rosters.
- Ensure that volunteer data collection is robust, accurate and easily collected, collated and recorded.

Volunteer Training and Support

- Provide all volunteers with online or in-person project inductions.
- Ensure that all volunteers receive appropriate task specific training and that their progress is tracked.
- Promptly and professionally respond to enquiries from new and existing volunteers and manage general volunteer communications.
- Maintain consistent communication to disseminate information regarding project outcomes, procedural updates, and conservation achievements.
- Coordinate and facilitate the planning of volunteer events to enhance knowledge sharing and provide support among volunteers.
- Maintain a positive social media profile for the project.

Outreach

- Coordinate volunteer participation in local forums, hui, and other meetings to promote the project to the wider community, funders and decision-makers.
- Facilitate awareness raising events to maximise volunteer engagement opportunities.
- Organise the hosting of corporate or other groups visiting the Ark.
- Engage landowners in the buffer zone and provide them with the necessary information and training to effectively implement predator control on their properties.

Health & Safety

- Develop H&S risk assessments and safety briefings for events and visiting group activities in accordance with Forest & Bird protocols.
- Ensure the consistent implementation of Forest & Bird's Health & Safety Management System by all project personnel.
- Ensure that all 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

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

External

- Buffer zone landowners
- 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 3 years' proven experience in coordinating volunteer programmes, preferably in a Not for Profit or community-based environment.
- A strong interest in practical conservation and environmental issues. Previous experience or knowledge of predator control methodologies and tools is highly desirable.
- A strong understanding of effective volunteer management principles and practice.
- Experience with event planning and training others desirable.
- Strong written and verbal communication skills.
- Excellent interpersonal relationship management skills, with the ability to work with a wide range of people, including volunteers of different ages and backgrounds in the community.
- Team player with collaborative working style who enjoys working with others to achieve goals.
- 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.
- 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.
- A current Comprehensive First Aid Certificate
- Good level of physical fitness and tramping, orienteering or other bush experience.
- Flexibility to work outside 'normal' working hours when required.

