

ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

JOB DESCRIPTION

JOB TITLE

Pest Free Hibiscus Coast Backyard Trapping Coordinator

PURPOSE

The primary role of the Backyard Trapping Coordinator is to manage the existing and expanding network of predator control through backyards, with a focus on effective trapping methods and the community's continued engagement with the project.

SPECIFIC DUTIES & RESPONSIBILITIES

The Backyard Trapping Coordinator will:

- Provide on-property advice to existing project members to help them position their traps effectively and provide high quality advice on rat trapping.
- Liaise with residents who would like to carry out predator control on their properties, and supply appropriate tools on a short term basis to establish engagement.
- Identify properties where there is potential for additional devices to be hosted, including possum traps and DOC200 traps and work with the field team identify areas where backyard trapping lines can be established to connect with lines on parks or large private blocks.
- Manage and analyse catch data and community feedback to increase backyard trapping in key areas to increase predator control success, working with the Community Activator to increase the frequency of catch recording by the community.
- Work with the Community Activator to implement pest animal monitoring through backyards in neighbourhood groups.
- Work with the Community Activator and Field Team to promote targeted campaigns such as the 2025 Possum Detect and Respond campaign.
- Develop relationships with existing Community Volunteers, and recruit volunteers to grow capacity, support them in their roles and increase their engagement with project activities.

Key Relationships

Internal

- PFHC Project Manager
- PFHC Field Operations Lead
- PFHC Volunteer Coordinator
- PFHC Community Activator
- PFHC Field Support Officer
- PFHC Administrator
- Manager National Conservation Projects
- Conservation Health & Safety Advisor

- PFHC Volunteers

All staff are expected to develop professional relationships with other staff throughout the organisation during their tenure at Forest & Bird

External

- Auckland Council staff
- Local community

Duties & Responsibilities

- Meet performance criteria set by the PFHC Project Manager at the start of each reporting year.
- Report 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.

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

- A minimum of 2 years working or regularly volunteering in the conservation field.
- Hands on predator control experience in an urban environment ideally including the planning of predator control networks.
- Enthusiasm for learning new skills and developing a strong understanding of pest animal behaviour and the latest trapping techniques.
- Knowledge and passion for New Zealand wildlife.
- Strong interpersonal and written communication skills
- Ability to relate to and develop relationships with a wide cross-section of the community.
- Experience working with volunteers and understanding of the needs of volunteers would be desirable.
- Organised, self-motivated with high levels of initiative and ability to work independently.
- Resilient, flexible and capable of managing a range of competing priorities.
- Works well with others in a small team, and as part of a national organisation.
- Good level of respect for and understanding of Health & Safety obligations.

- 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)