

# ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

## JOB DESCRIPTION

### JOB TITLE

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Te Hoiere Bat Recovery Programme Manager

### PURPOSE

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The purpose of this role is the efficient and effective management of Forest & Bird's Te Hoiere Bat Recovery project.

### SPECIFIC DUTIES & RESPONSIBILITIES

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#### Project Management

- Develop and implement detailed annual work plans.
- Collaboratively develop long-term strategic project plans.
- Manage project expenditure within the limits of the project budget.
- Identify any funding gaps and provide support to additional funding applications as required.
- Complete assigned projects or tasks on time and to a high standard.
- Identify and manage project risks and issues
- Complete all programme reporting

#### Team Management & Volunteer Coordination

- Manage the Te Hoiere Bat Recovery Project team to deliver an efficient, effective and impactful project.
- Support volunteer recruitment, coordination, training and retention to ensure volunteers enjoy safe and rewarding experiences and can carry out their conservation tasks efficiently and effectively.
- Manage and coach direct reports including completing performance appraisals.

#### Operational Delivery

- Coordinate the implementation of conservation activities, ensuring they are carried out effectively to best practice standards and meet targets set in the annual plan.
- Manage predator control, monitoring programmes and data management.
- Manage biodiversity monitoring activity and data management.
- Manage logistics, including procurement and maintenance of field equipment.
- Monitor on-ground activities and provide support to field teams.

#### Outreach & Engagement

- Develop and implement annual communications plans for the project (with support from Comms).
- Increase public awareness and knowledge of conservation and community participation in the project.
- Keep all online project content, including websites and social media up to date and aligned to the communications plan.
- Participate where possible in catchment-wide initiatives to encourage and implement landscape-scale conservation.
- Maintain good working relationships with project partners and actively enable mana whenua involvement in the project, including decision-making.

#### General Project Duties

- All staff are expected to develop professional relationships with other staff throughout the organisation.
- All staff are encouraged to contribute to continuous improvement and to support innovative thinking.
- Ensure all project personnel are aware of and follow the Forest & Bird Health & Safety Systems, including hazard management.
- Ensure project personnel have access to appropriate field gear.
- Ensure all project personnel have the correct training to carry out their role.
- Responsibly manage all business resources within accountability levels.
- Support and help develop a positive workplace culture.
- Ensure work contributes to Forest & Bird's strategic plan and operational objectives.

## Key Relationships

### Internal

- Manager National Conservation Projects
- Group Manager, Conservation Project Delivery
- Project staff, bat monitoring team & other contractors as required
- Top of the South Regional Conservation Manager
- Marlborough and Nelson-Tasman Forest & Bird branches and volunteers

### External

- Te Hoiere Project Alliance
- Marlborough District Council
- Department of Conservation
- Te Tauihu iwi, especially Ngāti Kuia as mana whenua
- Researchers and technical conservation experts, including the Bat Recovery Group
- Landowners and local community

## GENERAL DUTIES & RESPONSIBILITIES

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- 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

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- At least 5 years' proven project or programme management experience, preferably conservation-related.
- At least 5 years' staff management experience, including leading a team of direct reports.
- Experience in managing project budgets.
- Contract management experience.
- Experience with Microsoft 365. Familiarity with GPS, GIS and TrapNZ.
- Working knowledge of key ecosystem types in the project area and enthusiasm for their protection.
- Strong written and verbal communication skills
- Excellent interpersonal and relationship management skills, and the ability to work with and relate to a broad range of partners and stakeholders.
- Experience working with volunteers, understanding of the needs of volunteers, and managing volunteer programmes.
- Team player with collaborative working style and commitment to working with others to achieve shared goals.
- Tertiary qualification in conservation, ecology or another related field.
- This position requires some familiarity with Te Ao Māori including, Te Reo Māori, tikanga and waiata. Training will be provided if necessary
- Your own vehicle and a relevant, clean full New Zealand Driver's license.