

ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

JOB DESCRIPTION

JOB TITLE

Branch & Network Support Advisor (KRA3/11)

PURPOSE

Building communities/growing numbers of adult volunteers working together for nature through Forest & Bird (KRA 3)

Delivering high-quality support services to Forest & Bird Branches and Networks, ensuring ease of participation, compliance with standards, policies, and constitution, effectiveness of activities, and positive and effective relationships between Branches/Networks and staff (KRA11).

SPECIFIC DUTIES & RESPONSIBILITIES

Growing Support

- Contribute to the planning and delivery of F&B-wide initiatives (e.g. BOTY) aimed at sharing the wonders of nature to build awareness (KRA2), as required.

Project support

- Manager, lead, advise on, and/or assist with the delivery of projects related to, but not limited to:

- o Volunteer Recruitment and Branch Sustainability
- o Volunteer Benefits
- o Volunteering Opportunities
- o Volunteer Communications and Networking
- o Volunteer Administration and Reporting
- o Volunteering Standards, Guidance, and H&S
- o Volunteering Partnerships/Sponsorship/Fundraising
- o Volunteer Training
- o Branch Assets, Projects, and Reserves.

This role will focus primarily on Volunteer Recruitment; Volunteer Communications; Volunteer Benefits; Volunteer Administration and Reporting; Volunteering Standards/Guidance/H&S, Volunteer Training; and Branch Sustainability.

Operational Support

- Help to monitor the Branch and Network Support email inbox.
- Develop, manage, and maintain effective communications and direct relationships with Branches and Networks. Give advice to the organisation on best practices for communicating with and building relationships with adult volunteers.
- Provide advice and higher-level administrative support to Branches and Networks for select activities throughout the year, such as Regional Gatherings, Branch AGMs, annual financial reporting, and annual project/performance reporting.
- Monitor volunteer satisfaction with their community/ies, and the support they receive from National Office. With the BS&N Manager manage how support and satisfaction can be improved.
- Manage/Lead Branch and Network Inductions annually, ensuring volunteers feel comfortable using the Branch Admin Site (and other tools) and that volunteers know, understand, and adhere to Volunteering Standards/guidance/H&S.

- Ensure F&B volunteering is clearly and purposefully aligned with F&B conservation objectives.
- Collaborate with the Branch Support Advisor (KRA4/11) to develop/review tools and materials.
- Manage/lead work to build new communities/grow the number of adult volunteers working for nature through Forest & Bird, improve communications (with volunteers and between volunteers), and provide regular networking/PLD opportunities (or other benefits) for volunteer leaders.
- Attend (virtually/occasionally in person) branch and network meetings to support volunteer work and develop National Office relationships.
- Support branches and networks in running events/activities, including by providing practical resources and/or logistics assistance or facilitating assistance and H&S support, as appropriate.
- Manage the delivery of North & South Island Gatherings or Regional Hui. Support attendance at the F&B AGM and the F&B Conference, as required.
- Operate all Branch and Network support activity assigned to you within budget allocations.
- Contribute to operational planning as required, including plans to support the transition of Youth members into Branches/Networks.
- Advise on and support the implementation of the Mahi Ngātahi operating system within Forest & Bird's communities.
- Consistently reflect Forest & Bird's purpose, values, and desired behaviours.

Health and Safety

- Promote F&B's Health and Safety Management procedures.
- Take reasonable care for personal safety and wellbeing in all Forest & Bird workplaces, project sites, and if and when driving vehicles.
- Act in accordance with all reasonable Health and Safety instructions, policies, and signage making sure that acts or omissions do not adversely affect the safety and wellbeing of yourself or others.
- Report all occupational injury, illness, near miss incidents, accidents, environmental spills or fire (regardless of its severity) to your manager, and logging as required.
- Report all hazards which may result in an injury, illness, spill or fire, to your manager, and to F&B's Health and Safety Advisor.

At Forest & Bird there will be times when we all pitch in to do additional tasks that are outside our regular roles. This forms part of our culture and celebrates our values of Collaboration, Courage, and Professionalism.

At Forest & Bird, all staff are encouraged to contribute to continuous improvement: to support innovative thinking, smart work practices, how we engage across teams, and the overall culture and work environment.

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

- Degree or higher qualification in a conservation or social science related field.
- 4-8 years proven experience in change or improvement project management roles.
- Proactive, resourceful, and results-driven.
- Creative and innovative thinker.
- Technically proficient in Microsoft 365 software solutions. Working at an intermediate level.
- Team player with collaborative working style and commitment to working with others to achieve shared goals.
- Excellent problem-solver and researcher. Shows initiative and displays sound judgement.
- Effective at reading legislation, policy or related procedural documents to gain a quick understanding of the content/purpose and is then able to translate that understanding to suit a wide audience.
- Understands how to assess organisational risks, how to manage them and make good judgement calls on when to escalate risks to your manager.
- Able to lead projects or pieces of work from planning through to completion, including reporting on progress and outcomes.
- High level of verbal and written communication.
- Highly organised, disciplined, resilient, and capable of managing a wide range of competing priorities.
- Self-motivated with an ability to initiate and complete tasks independently and in a timely manner.
- Excellent interpersonal and relationship management skills, with an ability to relate to a diverse range of stakeholders, including people of all backgrounds in the community and colleagues across the organisation.
- Experience working with volunteer, or as a volunteer, would be advantageous.
- Experience using online Content Management Systems and proficiency with different communication platforms.
- Able to manage budgets, including planning and reporting on expenditures.
- Strong attention to detail.
- Agility to respond to changes in priorities.
- An interest in conservation and environmental issues and practice.