

Royal Forest and Bird Protection Society of New Zealand Inc.

JOB DESCRIPTION

Job title

Tarapurui Bushy Park Volunteer & Outreach Coordinator

ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

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Tarapurui Bushy Park Volunteer and Outreach Coordinator

PURPOSE

Lead and support volunteers to safely deliver conservation mahi at Tarapurui Bushy Park Sanctuary. Strengthen long-term volunteer participation through proactive community outreach and engagement.

SPECIFIC DUTIES & RESPONSIBILITIES

Volunteer Programme Planning & Oversight

- Work closely with the Sanctuary Manager to plan and coordinate volunteer involvement aligned with conservation priorities, operational needs, and the annual work plan.
- Contribute to seasonal and annual planning for restoration, monitoring, maintenance, and community engagement activities.
- Ensure volunteer activity supports Tarapurui Bushy Park Trust and Forest & Bird strategic goals.
- Maintain and review a fit for purpose volunteer recruitment and retention plan aligned with sanctuary needs.
- Support the incorporation of mana whenua perspectives, mātauranga Māori, and tikanga into volunteer programme design.
- Oversee and maintain well-structured, backed-up digital systems (Teams, SharePoint, GIS, TrapNZ, volunteer database) to ensure information, schedules, and resources are organised, accessible and current.
- Maintain systems to track volunteer engagement, activity levels, and development for planning, reporting, and funding purposes.

Outreach, Engagement & Volunteer Recruitment

- Actively promote volunteer opportunities to grow community involvement in conservation.
- Represent the sanctuary at community events, networks, partner activities, and hui.
- Lead volunteer recruitment through community engagement, events, and responsive external communication, including engaging visitors and responding warmly to public enquiries about the sanctuary and its conservation work.
- Coordinate volunteers to support school visits, guided activities, and education events.
- Keep volunteers informed about sanctuary activities and conservation outcomes through mailing lists, monthly newsletters, updates, stories, social media content and local newspaper articles.
- Support hosting and logistics of group volunteer days, corporate groups, researchers, contractors, Iwi groups, and visiting organisations.
- Build strong relationships with mana whenua and uphold cultural protocols in all volunteer involvement.

Volunteer Coordination & Support

- Be accessible and serve as the primary contact for volunteers when they have questions, discoveries, or need support.
- Manage volunteer communications, responding professionally to volunteer enquiries related to active participation and ongoing involvement.
- Maintain a welcoming, well organised volunteer space with clear information and resources.
- Foster a positive volunteer culture where volunteers feel well supported, valued, confident, and engaged.

- Plan, coordinate and roster volunteers across fieldwork, sanctuary operations, events, and education activities, ensuring tasks are safely matched to volunteers' skills, fitness, and experience (with the Education Coordinator where relevant).
- Prepare and organise tools, equipment, PPE, resources, and logistics for volunteer activities, working bees, and community events.
- Carry out routine checks to ensure equipment is returned, consumables are purchased and restocked, and work areas remain hazard-free.
- Provide in-field guidance and support during trapping, bait station servicing, monitoring, fence inspections, planting, weed control, nursery work, and Hihi monitoring (when required).
- Establish clear systems to record volunteer discoveries and queries, managing follow-up tasks.

Volunteer Training and Health & Safety

Health & Safety Implementation:

- Ensure consistent implementation of Forest & Bird's Health & Safety Management System.
- Develop and maintain Health & Safety risk assessments and safety briefings, and support incident reporting, investigation, and hazard management for volunteer tasks and events.
- Ensure volunteers are properly trained, equipped, supervised, and following safe operating practices.
- Monitor check-in/check-out processes to ensure all volunteers return safely from the field.

Health & Safety Training

- Coordinate and deliver H&S components of volunteer inductions, ensuring volunteers understand:
 - Emergency procedures and safety protocols
 - Code of Conduct and volunteer responsibilities
 - Safe navigation and site orientation
 - Task specific safe operating practices
- Provide training in areas such as predator control, monitoring, track work, planting, nursery tasks, and support for education programmes.

Biosecurity Protection Training:

- Train volunteers to recognise signs of predator presence, biosecurity breaches, or structural issues that risk the sanctuary's predator -free status.
- Ensure volunteers understand and follow correct reporting procedures.
- Support volunteers to report issues promptly and confidently.
- Immediately notify the Sanctuary Manager of predator sightings, evidence of incursion, or vulnerabilities that could compromise sanctuary integrity.

Data Management, Reporting & Administration

- Maintain monitoring data (tracking tunnels, cameras, trap and bait station records).
- Keep and log volunteer records, hours, training logs, H&S contact register, and competency data accurate and up to date.
- Collect and collate consented images and material for communications, reporting, and updates.
- Organise and update digital and hard-copy documents (H&S forms, operational documents, field resources) as required.
- Prepare and distribute materials for volunteers, groups, researchers, and education visitors.
- Prepare monthly volunteer activity updates for the Trust and Forest & Bird.
- Contribute data, content, and imagery for funder reports, governance reporting, and communication pieces.

KEY RELATIONSHIPS

Internal

- Sanctuary Manager (as a direct report)
- Manager National Conservation Projects
- Tarapuruhi Bushy Park Trust
- Volunteers
- Forest & Bird staff involved in comms, operations, and national projects
- Horizons Regional Council

External

- Community groups, whānau, Horizons Regional Council, and local environmental networks
- Mana whenua and iwi/hapū partners associated with the sanctuary
- Media, Visitors, researchers, and community stakeholders

- Independent contractors employed by the project

SKILLS, EXPERIENCE & EDUCATION

- 3 years' experience coordinating volunteer programmes, ideally in a Not-for Profit or community setting (or similar)
- Strong interest in practical conservation; experience with predator control tools (Doc200's, Trap.nz) and methods is highly desirable.
- Excellent interpersonal skills; able to engage with people from various backgrounds and age groups.
- Solid understanding of effective volunteer management principles and practice.
- Experience in event coordination and training facilitation is desirable.
- Extensive H&S expertise.
- Strong written and verbal communication skills.
- Proficiency with Microsoft 365 and digital communication tools.
- Experience with administrative systems, record-keeping, and reporting.
- Collaborative team player with a positive, solutions focused approach. -focused approach.
- Highly organised, resilient, and able to manage competing priorities.
- Self-motivated, able to work independently/unsupervised-motivated, able to work independently and complete tasks on time.
- Understanding of Te Ao Māori, including local iwi relationships, tikanga, and mātauranga — or willingness to learn.
- A clean full NZ driver's licence and access to your own vehicle.
- Current Comprehensive First Aid Certificate (or willingness to attain it).
- Good physical fitness and confidence in bush environments (e.g. tramping, navigation).
- Flexibility to work outside standard hours when required.
- GIS experience preferred.

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.
- Complete all reasonable and lawful instructions promptly and report any obstacles.
- 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 fulfilment 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.