

Royal Forest and Bird Protection Society of New Zealand Inc.

JOB DESCRIPTION

Job title

Pest Free Hibiscus Coast Community Activator

Purpose

The Pest Free Hibiscus Coast Community Activator is responsible for engaging the community with the key objectives of the project. They will lead project communications and coordinate activities to enable people from across the community to connect with, learn about and take action for nature.

Specific duties and responsibilities

The Community Activator will:

- Coordinate a series of events to enable the wider community to connect with and learn about nature, seeking opportunities to collaborate with others to increase outcomes.
- Lead the project's schools and youth engagement work in a way that results in action for nature.
- Lead the project's social media and e-communications, developing inspiring, relevant and on-brand content and collaborating with others to reach a broad audience.
- Lead the development of the project's printed visual media, including displays and signage.
- Support and promote opportunities for the community to participate in ecological monitoring as part of the project's outcome monitoring.
- Lead the community engagement element of geographically focused initiatives, developing plans and campaigns to encourage people to sign up for backyard predator control or pest animal detection as required.
- Work with the Backyard Trapping Coordinator to support and empower community volunteers.

Key Relationships

Internal

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

- Hibiscus Coast Branch Committee
- 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
- Schools
- Youth service providers
- Other local conservation groups

GENERAL 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.

Skills, experience & education

- A minimum of 2 years' experience in community engagement initiatives in New Zealand.
- Proven experience of working with a wide range of audiences to deliver positive outcomes.
- Excellent verbal and written communication skills
- A passion for conservation and practical knowledge of and enthusiasm for New Zealand wildlife and the importance of predator control for conservation.
- Good interpersonal and relationship management skills, and the ability to work with and relate to a diverse range of people in a collaborative manner.
- Experience and knowledge of predator control tools and techniques.
- Demonstrated ability to initiate, plan and complete projects on time and within budget.
- Organised, resilient, and capable of managing a range of competing priorities.
- A high level of personal motivation, able to initiate and complete tasks independently in a timely manner.
- Knowledge and proven experience in using social marketing techniques for sustained community engagement.
- Proven experience of using social media platforms to engage a community including ability to develop engaging content using platforms such as Canva and Instagram.

- Experience working with volunteers and understanding of the needs of volunteers would be desirable.
- Working knowledge of Microsoft Office 365 software (including Word, Excel, PowerPoint, and Outlook).
- Familiarity with Te Ao Māori is desirable for this role including, for example Te Reo Māori, tikanga and waiata.
- 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)

General duties

- 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.