

# POSITION DESCRIPTION

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## **Job Title: Project Officer - Christchurch**

**Reports to:** General Manager New Zealand

### **Summary Statement:**

The Conservation Volunteers New Zealand (CVNZ) Project Officer is responsible for developing partnerships aimed at practical community engagement opportunities related to natural and cultural resource management and volunteer opportunities within the region. The role will support the delivery of on-ground activities of CVNZ as well as volunteer engagement and recruitment.

### **Tasks & Duties:**

#### **PARTNERSHIPS AND BUSINESS DEVELOPMENT**

- Effectively deliver the existing corporate partnership programmes established for the local region.
- Develop additional partnerships with corporate, business and environmental bodies
- Research and submit funding applications for grants in consultation with CVNZ management and partner agencies
- Liaise and maintain strong business relationships with partners and corporate partners

#### **LEADERSHIP IN NATURAL RESOURCE MANAGEMENT**

- Develop and implement CVNZ programmes.
- Develop and implement additional practical projects aligned with CVNZ and partner agencies priorities following CVNZ processes and procedures
- Lead teams of volunteers on practical conservation projects, ensuring their safety and welfare by adhering strictly to CVNZ OH&S policies and procedures.
- Demonstrate knowledge and experience of natural resource management activities including tree planting, weeding, predator trapping, track construction/maintenance, fencing, fauna monitoring.

#### **VOLUNTEER RECRUITMENT and RETENTION**

- Develop a network of community volunteers in the region to participate in practical projects.
- Manage and respond to all incoming enquiries in a timely and accurate fashion. CVNZ's standard response time for customers is to reply within one business day.
- Implement a comprehensive volunteer retention strategy to recognize and reward participation.
- Conduct effective presentations to recruit volunteers and promote volunteer opportunities to the community e.g. educational institutions, businesses, community groups, youth and environment organizations, government departments, etc.
- Develop and maintain new and current networks for recruitment

#### **COMMUNICATION**

- Represent CVNZ and partners in the general community and set high standards of professional leadership and personal behaviour.
- Maintain good working relationships with project partners.
- Complete and submit project reports in a timely manner.
- Follow all internal CVNZ processes in a timely manner.

#### **ADMINISTRATION**

- Complete any milestone and completion reports for corporate, business and partner agencies
- Develop education and promotional material relevant to CVNZ programmes.
- Maintain statistics, record information and provide reports as required.
- Write project descriptions which highlight the location, activities, conservation significance, travel logistics, and all relevant details for the volunteers' preparation to join the project and enter the information on CVNZ's and other websites.
- Prepare media releases, articles and relevant information for print and electronic media, including social media.
- Prepare relevant promotional displays.

- Prepare marketing materials such as powerpoint presentations, posters and pamphlets to promote projects and recruit volunteers.

### **Working Relationships:**

The Project Officer is expected to work effectively with the General Manager NZ and other senior management in achieving the overall business objectives.

The Project Officer position may be located within a partner agency office therefore is also expected to have high levels of communication with partner agency staff. External relationships with project partners are integral to the successful performance of the Project Officer position.

### **Essential Qualifications:**

- Valid Full Driver's Licence
- Valid Provide First Aid Certificate

If not already current the following qualifications will be required after appointment

- Defensive Driving certificate
- Occupational Health and Safety certificate (Level 3 Minimum)
- Ministry of Justice Check and Working with Children check

### **Key Performance Indicators:**

1. Project logistics and stakeholder engagement are organised well in advance.
2. Effective marketing and promotional materials are produced and utilized.
3. Volunteer recruitment targets for projects are met by using proactive recruitment and networking processes.
4. Individual project deadlines are met including planning, on-ground outcomes and reporting.
5. Databases are kept up to date.
6. Project, Volunteer and Programme reports are written as requested within the required timeframes.

<b>Key Selection Criteria</b>
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| <ol style="list-style-type: none"><li>1. Demonstrated project management in conservation or environmental sustainability.</li><li>2. Experience in business partnership management and development.</li><li>3. Previous experience in preparing promotional materials and making presentations.</li><li>4. Demonstrated experience in volunteer recruitment, coordination and management.</li><li>5. Demonstrated capacity to plan, manage and report on complex projects to tight deadlines</li><li>6. Well developed interpersonal communication skills and an ability to liaise with people from diverse socio/cultural backgrounds.</li><li>7. Qualifications and/or experience in Conservation and Land Management or Environmental Management.</li><li>8. Understanding and regard for OHS as it applies to staff, volunteers and project approvals.</li></ol> |
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