



POSITION DESCRIPTION

Job Title: TEAM LEADER - WELLINGTON

Reports to: Regional Manager

Summary Statement:

The CV Team Leader is responsible for the safety, welfare and supervision of volunteers/participants on practical conservation projects.

CV Team Leaders have a unique opportunity to make a critical impact on the preservation and sustainability of our natural and cultural heritage by managing diverse teams participating in practical and hands-on conservation activities.

CV Team Leaders experience stunning locations and make a difference to maintaining the features of these locations.

CV Team Leaders with a passion for our natural and cultural heritage pursue that passion on a daily basis.

Tasks & Duties

- Ensuring the general welfare and safety of volunteers/participants, including strict adherence to Conservation Volunteers OH&S policies and procedures.
- Maintaining team morale & motivation.
- Responding within approved procedures in the case of an accident or emergency.
- Providing a mix of practical and conceptual on-site training.
- Making logistical arrangements for the efficient completion of project activities, principally practical conservation tasks (this may include project scheduling, catering and accommodation requirements, tool selection and site maps, details of job specification).
- Ensuring the care, maintenance and safe operation of vehicles, trailers, tools and equipment.
- Representing CV in the general community and setting high standards of professional leadership and personal behaviour (CV enforces a strict drug and alcohol-free policy).
- Reporting to the Regional Manager, including completion of Project Leader Reports.
- Other duties, as directed by Regional Manager.

Essential Qualifications

- Full Drivers License
- Current Senior First Aid certificate or approved equivalent.
- Tertiary qualifications in an environmental field.
- Defensive Driving certificate obtained within the last five years.
- Occupational Health and Safety Level 3 or approved equivalent.
- Ministry of Justice Check

The above qualifications are required before actually working as a Team Leader. CV will provide training in OHS III and assist with the Ministry of Justice check

Desired Qualifications & Attributes

- Demonstrated capacity or experience in leading small teams.
- Plant identification knowledge and experience
- Experience in building walking tracks
- General construction skills.

Working Conditions

Whilst the hours of work are normally 7.6 hours per day, a flexible approach is expected due to the nature of this position, as working additional time to fulfill your responsibilities may be required on occasions.

CV Team Leaders can be required to lead both local and residential projects.

Local projects are regarded as projects that operate from and return to the office base location on a daily basis.

Residential projects require leaders to be away from their normal place of residence overnight during the working week for multiple successive nights. This is normally on a Monday to Friday basis, but in some regions the duration of residential projects is extended beyond a single week. In the latter case potential leaders are informed of this during the recruitment process.

Residential projects involve leading and remaining with teams enjoying a variety of accommodation types such as shearers' quarters, caravan parks and tent camps.

Overnight Allowance:

Where CV Team Leaders lead residential projects with volunteer teams and this results in them being away from their normal place of residence with a volunteer team they will be paid an away from home allowance of \$25 per night. Food and accommodation with the team is provided for Team Leaders on residential projects.

Key Performance Indicators:

- Observes and complies with Conservation Volunteer's OH&S policies and standards by practicing safe behaviors and by reporting hazardous conditions.
- Possesses and exhibits team leading skills and attributes which enable an educational, fun, safe and rewarding volunteer/participant experience.
- Plans, delivers and completes projects in an efficient manner.
- Cares for, maintains and safely operates all vehicles, trailers, tools and equipment.
- Represents Conservation Volunteers in the community in a presentable, professional and positive manner.
- Communicates with others in a clear, timely and appropriate manner, including the submission of team leader and other required reports.
- Works as part of a team

KEY SELECTION CRITERIA

1. Demonstrated experience as an effective and motivating team leader.
2. Practical experiences in the management of and compliance with organizational OH&S processes and procedures.
3. Qualifications or experience in conservation or natural resource management (NRM) with good plant identification and walking track construction experience.
4. Well developed interpersonal communication skills and an ability to liaise with people from diverse socio/cultural backgrounds.
5. Demonstrated capacity to engage team members in learning new skills and to provide on-going coaching of team members.
6. Good levels of health and fitness.
7. Well-developed computer skills using Word and Excel, as well as database management experience.
8. Demonstrated capacity to formulate written reports within specified time lines.
9. Record of effective organisation and prioritisation of multiple demands to meet project objectives.
10. Ability to be away from home on residential projects.