



Living Springs
Accommodation | Functions | Events | Outdoors

Conservation Coordinator

Location: Living Springs, Whakaraupō/ Lyttelton Harbour
Reports to: Programme Manager/ Living Springs CEO
Hours: Part-time 20 hours per week
Status: Maximum Term Contract – 3 Years

INTRODUCTION

Living Springs was established in 1972 and will soon celebrate 50yrs of operation at the Head of Whakaraupō/ Lyttelton Harbour. Known principally as a Camp/Convention Center it is also a significant landowner with approximately 400 hectares of indigenous forest and pastoral farmland flowing down from rocky outcrops at the crater rim to moderate hills and wetlands at sea level. In recent years it has become a leader in environmental restoration within the Harbour region and combined with its hosting of several thousand young people each year it is in a unique position to engage the next generation with the wonders of the natural environment.

Living Springs will deliver a varied three-year conservation work programme based primarily at Living Springs and at other supplementary sites around Whakaraupō.

All Living Springs Employees

- Maintain a strong focus on Workplace Health and Safety and ensure all operations maintain a strong safety culture, working in accordance with Living Springs Policies and Procedures and the Employee Code of Conduct
- Actively contribute to maintaining team morale & motivation
- Respond within approved procedures in the case of an accident or emergency
- Exhibit high standards of professional and personal behaviour
- Increase community awareness of Living Springs organisation and its impacts through the promotion of Living Springs' vision and projects

DUTIES and RESPONSIBILITIES

- Make logistical arrangements for the efficient completion of project activities, principally practical conservation tasks including project scheduling, organising materials and plants, tool selection and site maps, details of job specification
- Work closely with the Living Springs Team Leader around programme scheduling and delivery, infusion of kaupapa Māori values and reporting and monitoring requirements
- Work with the CVNZ Coordinator to collaborate on programme delivery, training and inductions of team leader and field staff, ensuring all Living Springs field staff are fully inducted within the agreed funding process before commencing activities
- Report to the Programme Manager ensuring regular programme reporting is undertaken in a timely manner, using set formats provided
- Proactively develop and maintain professional networks and relationships, setting high standards of professional leadership and personal behaviour
- Travel within the region to work with project partners
- Work with Living Springs Business Development Manager to prepare materials for submitting to communication channels including project descriptions, media articles, regular social media posts
- Provide a mix of practical and conceptual on-site training,
- Ensure the care, maintenance and safe operation of vehicles, trailers, tools and equipment
- General office administration duties
- Other duties as directed by Living Springs Executive Director.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Effective communication and interpersonal skills across verbal, written and public relationships
- This role requires an understanding of kaitiakitanga and the willingness to impart knowledge and share stories
- Proficient with Microsoft Word, Excel, PowerPoint, Outlook
- Demonstrated capacity for providing good customer service

- Full Drivers Licence
- Police check

DESIRABLE QUALIFICATIONS

- Interest in practical conservation and ability to lead practical conservation projects
- Occupational Health and Safety Level 3
- Defensive Driving certificate
- Current First Aid certificate

KEY PERFORMANCE INDICATORS

- Efficient completion of Programme occurs in accordance with project Milestones
- Timely project reporting to Programme Manager
- Maintains good working relationships with all partners, Living Springs staff and public