

Conservation Officer/ Team Leader

Location: Living Springs, Whakaraupō/ Lyttelton Harbour
Reports to: Living Springs Coordinator
Hours: Full-time – 38 hours/week, \$30/hr
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 with other supplementary sites around Whakaraupō. This is a physically demanding field-based position that will take you deep into the native bush.

DUTIES

All Living Springs Employees

- Maintain a strong focus on Workplace Health and Safety and actively provide leadership to ensure all operations maintain a strong safety culture
- Work in accordance with Living Springs Policies & 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
- Are police vetted

Team Leading

- This role includes a requirement for team leading
- Understanding of mātauranga Māori and kaitiakitanga and the willingness to impart knowledge and share stories
- Maintaining team morale & motivation
- Ensuring the general welfare and safety of volunteers/employees, including adherence to Living Springs OH&S policies and procedures
- Responding within approved procedures in the case of an accident or emergency
- Making logistical arrangements for the efficient completion of project activities, principally practical conservation tasks (this may include project scheduling, catering requirements, tool selection and site maps, details of job specification)
- Ensuring the care, maintenance and safe operation of vehicles, trailers, tools and equipment
- Representing Living Springs in the general community and setting high standards of professional leadership and personal behaviour (Living Springs enforces a strict drug and alcohol-free policy)

Administration

- Completion of daily project reports and risk assessments
- Other duties as directed by Coordinator

ESSENTIAL EXPERIENCE

- Interest in practical conservation and ability to lead practical conservation projects
- Effective communication and interpersonal skills across verbal, written
- Ability to lead and motivate groups

- Understanding of conservation practices and methodologies
- Proficient with Microsoft Word, Excel, PowerPoint, Outlook
- Full Drivers Licence

DESIRABLE EXPERIENCE

- Personal experience as a volunteer (with any organisation)
- Current First Aid certificate
- Defensive Driving certificate
- ATV certificate