

Position Description - Community Coordinator

August 2024

Job Opportunity: Community Coordinator at Russell Landcare Trust

Are you passionate about the environment and community engagement? Join our team at Russell Landcare Trust (RLT) as a **Community Coordinator** and make a real impact in preserving New Zealand's natural heritage.

Position: Community Coordinator

Reports to: General Manager

Location: Russell, Northland

Employment: Contractor, up to 20 hrs per week, ongoing.

Remuneration: \$30-\$40/hr, depending on experience and qualifications

About Us:

Russell Landcare Trust is a community group which aims to restore the ecosystems of Russell peninsula so indigenous biodiversity can thrive and additional reintroductions of endangered native birds can occur. The Trust was formed in 2002 and has been active for over twenty years.

The Trust's projects include:

Predator Free Russell. This is a joint initiative with Northland Regional Council and Predator Free New Zealand. The project aims to eliminate rats, possums and stoats from the 3,000 hectare Russell peninsula. It is one of the few Predator Free projects across the country that is targeting rats. Russell Landcare is using innovative ways to be efficient with delivery yet avoid affecting non-target species such as weka and kiwi which are found throughout the peninsula.

Native habitat restoration. Over its 20+ years RLT's keen local volunteers have planted thousands of native trees, shrubs and grasses in habitats ranging from salt marsh to wetland to forest, enhancing existing ecosystems and in some places re-establishing them. Weeding programmes target invasive species such as ginger, wattle, pampas grass, banana passionfruit, tobacco weed and Japanese honeysuckle. Current projects include the ongoing restoration of the Pipiroa Te Wahapu catchment wetlands in partnership with Living Waters BOI and ginger removal in the Kororareka Reserve by local residents.

Dune restoration. The Trust has been working with local residents and pupils from Russell School and Northland Regional Council CoastCare to restore the dunes at Oneroa Long Beach. Spinifex, pingao, wiwi and other native plants have been planted around existing patches of spinifex and temporary fencing put in to protect the plants from people walking on and off the beach. Sand-ladders have also been put in to improve access down to the beach and reduce erosion by foot traffic.

The Opportunity

The Community Coordinator will lead RLT's volunteer and community engagement efforts, focusing on growing and managing the RLT Community Volunteer Program. This role will involve organising events, developing educational programmes, maintaining volunteer records, and assisting with fieldwork. The Community Coordinator will also contribute to funding applications, manage programme budgets, and report on volunteer activities. This is a dynamic position suited for a passionate individual dedicated to environmental conservation and fostering strong community relationships.

Key Responsibilities:

- **Volunteer Program Development & Management:** Further develop and run the RLT Community Volunteer Program, engaging volunteers in Predator Free Russell and other RLT projects. Build and maintain strong relationships with volunteers to support ongoing environmental initiatives.
- **Community Engagement:** Create and execute community engagement opportunities aligned with RLT's strategic outcomes. Organise events such as planting and weeding days, "thank you" gatherings, and workshops to strengthen community ties.
- **Record Keeping:** Maintain accurate records of volunteer activities, including names, hours contributed, and their impact on RLT programmes.
- **Volunteer Base Growth & Diversity:** Expand and diversify our volunteer base to include a wider range of community members.
- **Education Programmes:** Develop and implement educational programmes for local schools and communities to raise awareness about environmental conservation.
- **Budget Management:** Compile event and programme budgets, submit them for approval, and ensure that activities are delivered within the allocated resources.

- **Funding Applications:** Assist in writing funding applications to support the expansion of our programmes and community initiatives.
- **Field Assistance:** Collaborate with the field team to carry out hands-on tasks like trap installation, servicing, and clearing trap lines as required.
- **Reporting:** Prepare and submit monthly reports to the General Manager on volunteer activities and hours contributed.

About You:

You are an energetic, organised, and passionate individual with strong community engagement skills. You thrive on building relationships and motivating others to get involved in meaningful work. Experience in environmental conservation, volunteer management, or community development will be highly regarded.

Key Skills & Experience:

- Proven experience in community coordination, environmental work, or volunteer management
- Excellent communication and relationship-building skills
- Strong organisational abilities with attention to detail
- Experience in developing and delivering educational programmes
- Ability to manage budgets and write funding applications
- A hands-on approach and willingness to assist in field work when needed
- A passion for environmental conservation and community engagement

Why Join Us? Be a part of a dedicated team working towards the environmental restoration of one of New Zealand's most iconic areas. We are a dedicated, hardworking and passionate team and we have a good time while doing what we do. Your work will directly contribute to protecting and restoring our local environment while fostering a strong sense of community.

How to Apply: If you're ready to make a difference and lead impactful community initiatives, we'd love to hear from you. Please send your CV and a cover letter to contact@russelllandcare.org.nz by 5pm, 20 September, 2024.