



Join Our Team!

We are looking for a new member to join our small and busy team. You will work with us to run our popular freshwater and marine programmes - and to support our growing work right across the Wellington region: from Wairarapa to the Kapiti coast. Essentially you need to be a Jack (or Jill) of all trades – ready to jump in and help where needed and support people to be enthused, informed and empowered.

The vacancy could be filled by either one person, or as a job-share. The role is currently as a fixed-term role/s but may become full time for the right candidate/s. We want to hear from people who are committed to being a long-term part of our work. We are committed to training and developing our team into the future.

As we are a small team, folks with other skills under their belt are also highly prized. Back-grounds in fund-raising, administration, communications, photography, websites, accounting, marketing and other expertise would be great assets to our work.

Successful candidates will initially be trained to deliver the national education programmes we provide - The Whitebait Connection, Healthy Harbours and Experiencing Marine Reserves – and assist in supporting restoration and citizen science work with schools and community groups.

You'll also have a role in making sure we keep things well-oiled in the office and will need good administration, project management and record keeping skills.

Location: The role will be based in the field, and also require approximately 2 days a week at our current base at The Settlement in Porirua. Applicants from the Wairarapa are welcome, but ideally should have a background and expertise in freshwater if they wish to be based there for work.

Salary: Our anticipated annual salary range is \$42,000 - \$62,000 depending on the level of skill and experience you bring to the role.

Work Hours: These will be varied to meet demand but will be at least 20 hours a week for the next 6 months. We are committed to growing this position to a full-time role for the right candidate.

Ideally you will have skills and experience in the following areas:

- Marine or freshwater science knowledge and experience – in-field or through formal training. Freshwater expertise would be a great addition to our team.
- Experience diving, snorkeling and high-confidence and expertise in the marine environment. A Snorkel Instructor qualification would be ideal – training will be provided if needed.
- Project management skills and experience.
- Experience working with and for young people – and the ability to relate to students from all walks of life, ages and stages. Young people are at the heart of everything we do. Teaching experience/background an advantage.
- Ability to connect and work with a wide variety of people. Proven record in building positive working relationships.
- A commitment to Te Titiri o Waitangi principals. An understanding of, and experience working within a Te Ao Maori framework would be a great contribution. Fluency in Te Reo Maori would also be a valuable skill.
- Hold a full driver's license. Trailer backing experience useful.

Attributes

- You'll need to be fit and resilient. Our job is often hot, cold, wet & windy. We work far and wide.
- Be organised, a self-starter, can manage a varied workload cheerfully, effectively and also know when to say you need a helping hand.
- Loves nature, the outdoors and is keen to pass on your enthusiasm. Practical skills and knowledge are a huge part of this role. We are building guardians and we need to be able to help them realise their goals.
- Understanding of the local environmental, social and cultural context.
- At all times a professional, constructive problem solver, who is able to work with others for great environmental outcomes.
- Able to work flexible hours which may require some weekend and early morning/late eve activities, travel and over-night stays.

APPLICATIONS CLOSE Monday 7th October. 2019. Please send your CV, a Cover Letter and the names of two referees to info@mtsw.org.nz.

Job Description – (Trainee) Programme Coordinator

Mountains to Sea Wellington provides freshwater and marine education programmes, restoration and community science across the Greater Wellington Region. The trainee Programme Coordinator is primarily responsible for supporting the successful delivery of the Mountains to Sea Wellington education and community programmes (*Experiencing Marine Reserves-EMR, Whitebait Connection-WBC, and Healthy Harbours Porirua-HHP*) and supporting kaitiakitanga projects for school and community groups in the Wellington Region.

The role involves a wide range of tasks to ensure successful, professional and innovative delivery of our programmes and experiences. The Trainee Programme Coordinator will also be responsible for the upkeep of equipment and resources belonging to the Trust and facilities management as required.

Key Responsibilities

1. Assists with the management, planning and coordination of the Mountains to Sea Wellington programmes.
2. Delivery of high quality Mountains to Sea Wellington education programmes, restoration and community science to students and community groups.
3. Assist in the management of volunteers and H&S management for programmes and projects.
4. Working at all times with a high level of integrity, professionalism and in the best interests of participants, funders and the environment.
5. Building effective working relationships through active management and communication within the team and external parties. The ability to build professional working partnerships and a proactive approach are key skills in enhancing and progressing the work of the Trust.
6. Promoting and expanding the work of the Trust into schools and communities across the region through education, science and environmental forums and collaborations.
7. Run all snorkelling and freshwater activities in accordance with the Experiencing Marine Reserves (EMR) Standard Operating Procedures (SOP's) for snorkelling, Mountains to Sea Conservation Trust Safety Management System (SMS) and Safety Audit Standard (training will be provided)
8. Having a current full driver's license, First Aid certification and clear police vetting for the purposes of working with children and young people.
9. Responsible for the maintenance and upkeep of equipment, resources and any premises used for storage.