

Join Our Team.

PROGRAMME COORDINATOR- MARINE & FRESHWATER SCIENCE **Fixed Term December - June 2021. 0.8FTE.**



We are looking for Marine & Freshwater Programme Coordinator who can hit the ground running, and lead delivery of our popular *Experiencing Marine Reserves* and *Whitebait Connection* programmes to students from across the Wellington region.

The role is a 0.8FTE (32 hours) and is available from 30 Nov (start date negotiable) – June 30, 2021. Work hours are between 7am – 7pm Monday to Friday and will also include some overnight and weekend work to meet the needs of schools and community. You will also need to be available most Saturdays from 23 Jan – 5 March to help with our free community snorkel series.

You will be working with a tight-knit team, and within the non-profit sector. Therefore, you will need to be highly self-motivated, committed to the work and role of the Trust and deliver great value and support to the groups we work with.

The role is very physical and provides science-based learning in local environments. Your expertise and an ability to share your knowledge in an engaging way in the outdoors, whilst managing tight H&S requirements, is fundamental to the success of these programmes.

Educational Background

- Marine, Freshwater or Environmental studies at a tertiary level.
- Advanced Open Water Diving certification, or higher
- Snorkel Instructor qualification
- Hold a clean and full driver's license
- Endorsed *Experiencing Marine Reserves* and/or *Whitebait Connection* Programme provider (training provided).
- First Aid Certificate

Expertise and Experience in the following areas:

- At least 1-2 years' experience working in a related field - either in the marine/freshwater environment and/or with students in an environmental or outdoor education setting.
- Experience managing Health and Safety on site with young people and community.
- A demonstrated ability to lead educational programmes with young people and ability to relate to students from all walks of life, ages and stages.
- Experience diving, snorkeling and a high-confidence and expertise in the marine environment.
- Experience backing trailers and defensive driving training would be advantageous
- Fit and resilient for field work. You will be asked to have a medical check.
- Organised, self-starter, manages varied workload cheerfully and effectively
- Loves nature, the outdoors, passing on your enthusiasm, practical skills and knowledge.
- A commitment Te Tiriti o Waitangi – and experience working with kura Māori, iwi, hāpu and whanau within a Te Ao Māori framework.

Job Title: Programme Coordinator - Marine and Freshwater Science

Job Purpose:

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

The role involves a wide range of tasks to ensure successful, professional and innovative delivery of our programmes, training and experiences.

Key Responsibilities

1. Management, planning and coordination of the Mountains to Sea Wellington environmental education programmes.
2. Delivery of high quality Mountains to Sea Wellington education programmes, restoration and community science to students and community groups.
3. Management of volunteers, H&S management and leading communications on 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.

Activities and Measures	
Main Activity (FTE provided as an indication only)	Success Measure
<p>Delivery, Coordination and Development of Education Programmes, Community Events, Restoration projects and Community Science. (0.8)</p> <ul style="list-style-type: none"> • Delivery of EMR, WBC and HHP programmes to school and community participants across the greater Wellington region. • Community snorkel days and community events implemented. • Support for student and community lead kaitiakitanga projects, including the facilitation of partnerships and new projects. • Lead Community Science programmes, training and facilitation • Regular planning meetings with MTSW Director and other EMR/WBC and HHP Coordinators to ensure coordinated delivery. • Promote and expand MTSW into schools across the region through education forums and collaborations. • Maintains positive working relationships that support the delivery and action components of these programmes. 	<ul style="list-style-type: none"> • Employee actively contributes to MTSW Programmes being well organised and delivered to a range of school students across Wellington. • Contributes to project planning for MTSW Programmes regularly. • Action project are effectively supported by the employee and partnerships they have developed are maintained. • Initiates opportunities for programme development and innovation • Completes all reporting and communications requirements on time and to a high standard • School, teacher and participant evaluations indicates high impact learning, and meaningful changes in attitudes and actions towards the environment.
<p>Equipment, Resources, Communications and Facilities (0.2)</p> <ul style="list-style-type: none"> • Ensure facilities, resources and equipment fit for purpose. • Assists in the development of interpretative and educational resources for community and student events. • Leads the upkeep and development of MTSW website and on-line stories. 	<ul style="list-style-type: none"> • Coordinates maintenance and upkeep of truck, trailer and other freshwater and marine equipment. • Facilities and equipment always ready for programme sessions • Reports any equipment or facility issues to MTSW Programme Director. • Evaluations report high levels of satisfaction with facilities, equipment and resources.

<p>Volunteers</p> <ul style="list-style-type: none"> • Responsible for managing logistics of volunteers involved in the MTSW programmes. 	<ul style="list-style-type: none"> • Ensures all volunteers are inducted into Health and Safety and Safe Operating Procedures (SOPs) for our activities. • Assist in the recruitment of new volunteers.
<p>Health and Safety</p> <ul style="list-style-type: none"> • Takes all practicable steps to ensure the safety and welfare of all MTSW Programme participants and volunteers. • Takes all practicable steps to ensure the safety and welfare of all other MTSW employees. 	<ul style="list-style-type: none"> • Works in strict accordance with H&S operating procedures. • Promptly reports any H&S concerns/incidents to MTSW Programme Director/National Trust • Actively takes steps to minimise and reduce hazards. • First Aid certificate renewed every two years.
<p>Professional Development</p> <ul style="list-style-type: none"> • Maintain working knowledge of current best practice in environmental education techniques 	<ul style="list-style-type: none"> • Attends H&S meetings and keeps up to date with training and H&S processes. • Attends MTSCW Wananga at least every 3 years. • Stays current with educational best practice • Shows personal commitment to developing knowledge to enhance programme delivery.
<p>Administration and Record Keeping</p> <ul style="list-style-type: none"> • Ensures record keeping and all administrative responsibilities are completed on time, to a satisfactory level and meets requirements for funders. 	<ul style="list-style-type: none"> • Maintain current and up-to date records for all schools and volunteers • Ensure timesheets and reports delivered on time.