

Join Our Team.

WAIRARAPA MOANA

Freshwater Coordinator

0.5FTE - Ongoing from February 2021



DESCRIPTION OF SERVICES

Job Title: Wairarapa Moana, Freshwater Coordinator

Reports To: MTSW Director
MTSW Freshwater Project Manager

Direct Reports: WBC Contractors
Volunteers and Interns

Job Purpose:

Mountains to Sea Wellington provides freshwater and marine education programmes, restoration and community science support across the Greater Wellington Region. The Wairarapa Moana Freshwater Coordinator is responsible for managing and leading the delivery of Mountains to Sea Wellington's freshwater projects in the Wairarapa Moana region. This involves a wide range of tasks to ensure successful, professional and innovative delivery of our freshwater programmes and experiences.

Key Responsibilities

1. Complete training and endorsement criteria for WBC coordinators through the Mountains to Sea Conservation Trust (MTSCT) and attend triennial national MTSCT wānanga.
2. Management, planning and coordination of Mountains to Sea Wellington's freshwater project delivery for the Wairarapa Moana Region.
3. Delivery of high quality Mountains to Sea Wellington freshwater education programmes, events, restoration and community science support to students and community groups.
4. Management of Wairarapa based volunteers, H&S management for education and events and leading communications on Wairarapa freshwater projects.
5. Working at all times with a high level of integrity, professionalism and in the best interests of participants, funders and the environment.
6. 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.

7. Promoting and expanding the work of the Trust into schools and communities across the region through education, science and environmental forums and collaborations.
8. Financial reporting and maintaining systems to support tracking of the Wairarapa Moana project budgets and invoicing.
9. Run all freshwater activities in accordance with the Whitebait Connection (WBC) Standard Operating Procedures (SOP's) for in field work and Mountains to Sea Conservation Trust Safety Management System (SMS) and Safety Audit Standard.
10. Supplying a car (suitable for gear transportation) and a current full driver's license.
11. Responsible for the maintenance and upkeep of equipment, resources and any premises used for storage.
12. Applying for funding to support the ongoing role and development of freshwater conservation projects in the Wairarapa

Activities and Measures	
Main Activities	Success Measure
<p>Management of Freshwater Projects for the Wairarapa Moana Region</p> <ul style="list-style-type: none"> • Create an annual Wairarapa Project Plan, to ensure projects meets a) Project delivery targets, focus and timelines b) key fundraising activities and partnerships for needs identified c) H&S and staff/volunteer management requirements d) equipment and resource management e) communications planning and coordination. • Implement the annual Wairarapa Project plan ensuring targets are clearly communicated and reviewed as needed with the MTSW Freshwater Project Manager, staff, participants and partners. • Produce evaluation and monitoring reports (as required by national WBC programme manager and as required by funding). • Maintain financial and reporting systems for Wairarapa freshwater projects. • Establish and maintain networks that support the delivery and success of Wairarapa Moana freshwater projects • Promote and expand Wairarapa Moana freshwater program into schools, community 	<ul style="list-style-type: none"> • Wairarapa Moana freshwater projects are well managed and meet delivery targets within budget and timeframes. • Wairarapa Moana freshwater project requirements are met and actively planned for in advance i.e. promotion, volunteer logistics, equipment, partners, funders, resourcing and H&S. • Programme challenges identified and communicated as soon as detected, and solutions proposed. • Outputs from programme are reported to a high standard to the MTSW Freshwater Project Manager, funders, partners, and via media. • Shows high level of integrity and works in the best interests of the Trust, Wairarapa Moana freshwater programme participants and funders at all times.

<p>groups and partners across the region through education forums and collaborations.</p>	<ul style="list-style-type: none"> • Employee keeps current with updates and changes to MTSW freshwater programs • Leads Wairarapa coordination of the Wairarapa Moana freshwater project and programmes. • Ensures up to date record keeping and budget management to meet reporting requirements
<p>Delivery of Education Programmes, Community Events and action projects.</p> <ul style="list-style-type: none"> • Delivery of Wairarapa Moana freshwater program to school and community participants across the Wairarapa region • Delivery of freshwater community events. • Support for student and community lead kaitiakitanga action projects, including the facilitation of partnerships and new projects. • Support for Community Science endeavours, training and facilitation • Regular planning meetings with MTSW Freshwater Project Manager to ensure coordinated delivery. 	<ul style="list-style-type: none"> • Provides planning support and liaison for projects and school meetings. • Initiates opportunities for programme development and innovation • Completes all reporting and communications requirements on time and to a high standard • Freshwater school education programmes delivered each year • Community events delivered each year • Restoration action projects and community science endeavours supported each year. • School, teacher and participant evaluations indicates high impact learning, and meaningful changes in attitudes and actions towards the environment.
<p>Restoration Action Plans - Restoration Planning and Community Science linkages</p> <ul style="list-style-type: none"> • Lead implementation of restoration action plans and community/school engagement • Report and manage coordination of these elements of the project. 	<ul style="list-style-type: none"> • Restoration action planning workshops held to create restoration plans with community groups. • Overseen development of restoration action plans created with schools/ community groups. • Effective partnership and Professional development undertaken to support effective restoration action

<p>Community Science</p> <ul style="list-style-type: none"> • Implement Freshwater Science education as part of wider projects and programmes • Report and manage coordination of this elements of the Wairarapa Moana freshwater projects • Contribute to the development of effective and creative approaches to community science capacity building. 	<ul style="list-style-type: none"> • Freshwater fish surveys conducted • Freshwater fish survey training sessions held • Community Groups, Schools, and Project Partners trained to conduct freshwater monitoring • Reporting and Evaluations completed.
<p>Volunteer Management – Freshwater</p> <ul style="list-style-type: none"> • Responsible for ensuring safety and delivery in line with WBC Protocols. Provides support for volunteer logistics, recruitment and H&S training. 	<ul style="list-style-type: none"> • Ensures all volunteers are inducted into H&S SOP's for our activities. • Actively recruits and supports new volunteers and interns
<p>Health and Safety</p> <ul style="list-style-type: none"> • Takes all practicable steps to ensure the safety and welfare of all programme participants, and volunteers in their care 	<ul style="list-style-type: none"> • Works in strict accordance with H&S operating procedures of the MTSCT SOP. • Promptly report any H&S concerns/incidents to Programme Director/National Coordinators (H&S rep). • 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 MTSCT Wananga at least every 3 years. • Stays current with educational best practice • Shows personal commitment to developing knowledge to enhance programme delivery. • Identifies Professional Development opportunities that would enhance the work of the Trust.

<p>Equipment</p> <ul style="list-style-type: none"> • Ensure facilities, resources and equipment fit for purpose. 	<ul style="list-style-type: none"> • Management, ordering and coordinating freshwater equipment/resources in advance.
<p>Administration and Record Keeping</p> <ul style="list-style-type: none"> • Coordinator 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 activities. • Provide report backs for funders/ Freshwater Project Manager and schools by deadlines • Ensure timesheets and reports delivered on time.