

Job Description

Waste Minimisation Project Lead (Fixed Term Role)

Job Title:	Waste Minimisation Project Lead
Reporting to:	Environment Network Manawātū Coordinator
Functional Relationships:	Manawātū River Source to Sea Coordinator, Manawātū River Source to Sea Operations Committee, ENM Staff, PPC Planning Team
Location:	Based at the ENM Office (with bulk of the time spent offsite engaging with member groups and community), 145 Cuba Street, Palmerston North
Hours:	15-20 hours per week, by negotiation
Wages:	\$28-30/hour
Date:	6-months Fixed Term (may be extended dependent on resourcing)

Background Information

Environment Network Manawātū (ENM) is an incorporated society which was established in 2000 as an umbrella organization for voluntary environmental groups in the Manawātū. The aim of ENM is to promote a network of community groups to realise a vision of an enhanced Manawātū environment. ENM provides coordination and communication services to the wider network. ENM's Management Committee provides direction and oversight of activities.

Manawātū River Source to Sea (S2S) is a collective of ENM member groups working together with the vision of engaging the community in collective action to enhance biodiversity and the mauri of the river in the Manawātū River catchment, and to build community wellbeing. The collective is currently delivering two projects, The Plastic Pollution Challenge and the Ruahine Kiwi Project

ENM Employment Principles

ENM, represented by its Management Committee is committed to being a good employer applying good faith principles and providing a quality working environment, as well as fair, transparent and consistent employment processes.

Our Values

RESPECT – We acknowledge our personal idiosyncrasies and humanity. We have compassion for each other and our staff.

INCLUSIVENESS - While we have areas in which we may primarily work, we keep each other in the loop on a need know basis and support each other when we observe overload.

CONSENSUS- Is our favoured method of decision making. In doing this we acknowledge that it may take longer but the delay is worthwhile because there is better understanding of how the decision came about.

COLLABORATION – We acknowledge that we may need to go outside our number on occasions for the expertise that we need. When there is a heavy workload in a particular area, we offer to share the load. We work with each other, our members and local authorities to come up with best solutions.

Purpose of the Position

The current S2S Coordinator is involved in several successful initiatives, which are increasingly demanding his attention. This role is established to ensure smooth and continuous support for the S2S collective as he transitions into other roles. It is a planned succession role, where the ultimate aim is to develop the capacity and capability of the Trainee Coordinator to ensure smooth and continuous support for the S2S collective is achieved.

This role will be trained alongside the existing S2S Coordinator to give continuous waste minimisation project support to the S2S collective. It will involve learning to lead specific projects of the collective including initiatives specifically linked to the Plastic Pollution Challenge. The successful applicant will need to be willing to work flexible hours (weekends and evenings) and have their own transport. He/she will need to be physically fit as they will be participating in stream clean-up activities, repair café events and public stalls.

There is strong potential for the role to expand beyond the initial 6-month period, dependent on the organisation securing additional funds for ongoing projects. There is a good likelihood of this happening, due to the proven track record of ENM in developing and delivering excellent project impacts and outcomes.

Responsibilities

Supporting development of waste minimisation projects on behalf of S2S

This includes but is not limited to:

- Organising and attending public events e.g., Esplanade Day, Manawatū River Festival, etc.
- Initiate, develop and implement project plans alongside volunteers and staff.
- Contribute to development of Environment Hubs Aotearoa application for Plastics Innovation Funding to support Precious Plastics establishment in Palmerston North, and other funding applications as required.
- Providing written reports of planning progress, project activities and upcoming actions.
- Advocating for the successful development of projects and activities internally and externally.
- Presenting outcomes of projects to the collective, and external stakeholders, as required.
- Coordination and attendance of the Zero Waste Action Group meeting, connecting local government, community groups and local businesses with a purpose of developing and implementing waste minimisation projects.
- Providing support to local Repair Cafés, as required.

Delivery of Plastic Pollution Challenge (PPC) activities

This includes but is not limited to:

- Coordination and attendance of regular PPC meetings (under the leadership of Jonathon Hannon, Zero Waste Academy)
- Working with community to continue clean-ups and citizen science (litter sampling and sorting) along Te Kawau Stream, the goal being to hand over sections to the community as kaitiaki by:
 - Identifying community champions (this includes neighbours, businesses, schools, churches, other community groups).
 - Providing training.
 - Helping with organising community action.

- Being the on the ground person for community events.
- Working across sectors to increase public engagement and behaviour change outcomes and further increase project impacts. E.g., coordinating with Square Edge to undertake workshops to create and exhibit artworks made from collected stream rubbish.
- Liaising with Te Ao Turoa (Tanenuiarangi Manawatū Inc.) to align litter clean-ups and sampling with ecological stream restoration.
- Liaising with Manawatū Food Action Network to engage with on-going community work.
- Producing written accountability reports to funders on successful completion of project/s.

Key Results

- Increased awareness, understanding and engagement in S2S waste minimisation projects and initiatives including, but not limited to the Plastic PPC

Key Relationships

Internal Relationships

S2S Operations Committee
 S2S Member Groups
 S2S and ENM Volunteers
 ENM Staff

External Relationships

Schools
 Local Businesses
 Community Organisations
 Zero Waste Action Group
 PPC Team
 Local Government
 Environment Hubs Aotearoa
 Zero Waste Network

Personal Profile

- Familiar with Treaty of Waitangi principles.
- Collaborative, but happy working alone and can work unsupervised.
- Good team player, able to work well in a small team.
- Strong networking skills.
- Has passion for biodiversity and protection of the environment.
- Good time management and project delivery skills
- The confidence and ability to oversee public events and coordinate large numbers of volunteers/ participants.
- Good understanding of health and safety and general compliance requirements.
- Expertise at making presentations and public speaking.
- Familiarity with multi-stakeholder projects and initiatives.
- Experience with making funding applications.
- Initiative, self-motivation and flexibility.
- A willingness to learn and adapt.
- Experience with social media.