

Position Details

Job Title:	Manawatū River Source to Sea Coordinator
Reporting to:	ENM Coordinator.
Functional Relationships:	ENM Management Committee, Manawatū River Source to Sea Operations Committee ENM Staff, PPC Team led by Jonathon Hannon
Location:	Based in ENM Office (with bulk of the time spent offsite engaging with member groups and community), 145 Cuba Street, Palmerston North
Hours:	20 Hours Per Week
Wages:	\$26.50-28 /hour
Date:	Ideal start date is mid-January 2022. This a fixed term Position with an end date of 30 June 2022. Funding permitting, an extension of the period might be possible.

Background Information

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

Manawatū River Source to Sea (S2S) is a subcluster of ENM members who focus on improving biodiversity. Projects include The Plastic Pollution Challenge and the Southern Ruahine Kiwi Habitat Restoration Project. The Manawatū River Source to Sea vision is to engage the community in collective action to enhance biodiversity and the mauri of the river in the Manawatū River Catchment, and to build community wellbeing.

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 Organisational Values

We are part of the environment
We serve our member groups
Trust and Integrity
Accountability

Purpose of the Position

This role will involve the coordination of Manawatū River Source to Sea projects 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 and member groups working bees.

Responsibilities.

The incumbent will have two main areas of responsibility:

General coordination of Manawatū River Source to Sea activities. This includes but is not limited to:

- Liaison with member groups.
- Organising and attending the monthly Manawatū River Source to Sea meetings, including agenda, meeting invitations, minutes.
- Reporting to the Manawatū River Source to Sea Operations meeting, providing written reports of activities and upcoming actions.
- Following up on opportunities to better connect and service member groups.
- Coordinating Manawatū River Source to Sea submissions if and when the groups decide to do so (note: matter experts should come from the member base).
- Attending and organising public events on behalf of Manawatū River Source to Sea, e.g. Esplanade Day, Manawatū River Festival, etc.
- Contribute to funding applications as required.

Delivery of phase 4 of the Plastic Challenge. This includes but is not limited to:

- Attendance of regular PPC meetings (under the leadership of Jonathon Hannon)
- 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:
 - Identify 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.
- Liaising with Paul Horton from 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
- Writing project report for Horizons Manawatū River Leaders Forum on successful completion of work funded.

Key Results

- S2S groups and projects are connected, informed and thriving.
- Increased awareness, understanding and engagement in S2S projects and initiatives.

Key Relationships

Internal Relationships

Source to Sea Operations Committee

S2S Member Groups

ENM Staff

S2S Volunteers

PPC Team

External Relationships

Schools

Community Organisations

Local government

Funding Agencies

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