



Job Description:	Field Operations Coordinator
Reports to:	Operations Manager
Primary Purpose:	To coordinate the delivery of field operations and field volunteer activities
Term:	One year fixed term contract, full-time (with the potential for renewal)
Salary Range:	\$40-50k depending on experience

Position Overview

The Brook Waimarama Sanctuary Trust is a non-profit, community-led organisation creating a pest-free ecosystem in mature native forest on Nelson City's doorstep. Integral to the Trust's visionary work is current construction of a 14.4 km pest-proof fence to enclose the 700 hectare upper Brook Valley catchment and eradication of the mammalian pests. This has now been completed. The next phase is the reintroduction of rare native New Zealand wildlife, such as kiwi, kaka, and tuatara, and development of visitor assets and experiences.

The site is owned by the Nelson City Council, which is supportive of the project, providing an annual operational grant and a major capital grant towards the construction of the pest-proof fence. The Trust holds a 33 year lease from NCC as well as resource consent for the development of a network of public and operational walking tracks.

The Field Operations Coordinator works closely with other staff (primarily the Operations Manager as well as the Ecosystem Ranger and Trust Coordinator), volunteer team leaders, and a wide range of sanctuary volunteers and interns (both skilled and unskilled).

Central to the Field Operations Coordinator's role is the coordination of field volunteer activities. This includes: policies and procedures implementation; volunteer induction, coordination and rostering; on site field work; equipment, plant and supplies procurement, inventory and maintenance; visitor centre staff support; and planning and communications to ensure deliverables. The Field Operations Coordinator's work schedule is primarily regular business hours, but also includes some weekend hours.

Key Responsibilities:

- Working within the Trust's operational team to complete agreed work programme deliverables across various operations, including: weed control, pest control and biosecurity, pest and wildlife species monitoring, track development and maintenance, and facilities development and maintenance, including the pest-proof fence and associated infrastructure
- Coordinating ongoing volunteer field operations, including: track construction and maintenance, pest control, weed control, native plant regeneration, pest monitoring and wildlife monitoring
- Coordinating volunteer rosters for regular (weekly, fortnightly) working bees to deliver agreed work programmes

- Coordinating tools, equipment, supplies and transportation for working bees, including maintaining plant and vehicles in safe working condition
- Coordinating inductions and training for key volunteers to enable the delivery of agreed work programmes

Specific Responsibilities

- Inspecting and maintaining the pest-proof fence and electronic monitoring system
- Maintaining vehicles and equipment in a good and safe condition
- Checking the safety of visitor access in the sanctuary
- Liaising with and working with volunteer teams to deliver agreed work programmes
- Assisting with pest incursion response and pest monitoring

Functional Relationships/Interactions

Internal:

- BWS Operations Manager (supervisor)
- BWS General Manager
- BWS Board of Trustees
- BWS Ecosystem Ranger, Trust Coordinator and other staff
- BWS Volunteer Team Leaders
- BWS Volunteers and Interns

External:

- BWS Trust partners – iwi, NMIT, DoC, NCC, TDC
- Nelson City Council staff and contractors
- NMIT Facilities staff and contractors
- Brook Valley Holiday Park staff
- Suppliers and contractors
- Community stakeholders and wider public

Key Attributes

- A minimum of two year's paid work experience in the commercial, non-profit or governmental sectors
- Formal training in ecological conservation practices in New Zealand, facilities development, and/or volunteer coordination
- Proficiency in Microsoft Office software
- A valid driver's licence
- Relevant experience and skills in the conservation sector including pest control, track development and/or weed control
- Relevant experience in volunteer coordination for field work projects
- Proven ability to work on multiple projects simultaneously
- Strong personal organisation skills with ability to set goals and priorities and to achieve results
- Ability to take initiative, work individually, and establish and maintain effective working relationships
- High professional standards, including integrity, accuracy and attention to detail
- Can-do attitude with creative problem solving skills
- Patience and the ability to get along with a wide variety of people

Preferred Other Attributes

- A certificate in 4WD vehicle operation along with relevant experience
- A certificate in chainsaw use along with relevant experience, preferably including the felling of wind-blown trees

- Understanding of wildlife conservation issues in New Zealand
- Experience working with a volunteer-based non-profit organisation
- Enthusiasm for nature and outdoors activities
- Sense of humour

Role Core Competencies

People

- Self management and control: Understanding and managing ones' emotions
- Interpersonal understanding: Understanding others' behaviour (internal: Trustees, staff, volunteers; and external: Trust supporters, stakeholders, wider community)
- Personal and professional development: Investing time and resources in developing self and others' capability
- Lead and inspire: Motivating volunteer teams to deliver the Trust's objectives

Enthusiasm & Planning

- Passion for customers: Focusing on understanding the Trust's volunteers' needs and exceeding their expectations
- Strategic thinking: Planning ahead for schedules and resources; innovating
- Determination: Being confident in one's own abilities and strengths and taking on challenges; being resilient
- Convince and persuade: Impacting others' behaviour and mind sets to achieve the Trust's objectives

Role Accountabilities

- As part of working in a team environment the Field Operations Coordinator will be expected to help the volunteer teams run effectively, including:
 - health and safety
 - site, plant and equipment safety
 - transport and logistics
 - communications
 - data recording
- The Field Operations Coordinator will use sound judgment to make effective and timely decisions, and behave with openness, professionalism and integrity upholding the BWS values, including:
 - Identifying opportunities to pass on knowledge and information that grows the capability of others
 - Making decisions that achieve the appropriate outcomes and are supportable
 - Prioritising your work and focus on the most important activities for yourself and others
 - Contributing to the successful running of the team
- The Field Operations Coordinator will build and maintain collaborative relationships internally and externally by:
 - Having effective and positive day-to-day interactions with volunteers and the public
 - Supporting volunteers to do great conservation work
 - Willingly sharing ideas and resources with volunteers to help make them successful
 - Working with the operations team to incorporate volunteer feedback to improve service delivery

- The Field Operations Coordinator's functional work practices will include:
 - Carrying out planned work to high standard and on time, while bringing obstacles to achievement to the Operations Manager's attention
 - Ensuring the successful delivery of projects by either supporting others to do the work or by doing it
 - Providing day to day supervision of volunteers as required
 - Taking all practicable steps to ensure your own safety and the safety of others in the workplace, and complying with all instruction on health and safety
 - Reporting progress on deliverables to the Operations Manager
- The Field Operations Coordinator's administration and professional development practices will include:
 - Complying with all organisational systems and procedures
 - Contributing to improving and streamlining organisational systems and processes
 - Actively looking for learning opportunities to increase effectiveness in the role
 - Supporting the learning and development of others