

JOB DESCRIPTION

Job Title: Coastal Clean-up Coordinator / or Clean-up volunteer

Location: Variable

Responsible to: Our Seas Our Future Charitable Trust

Functional relationships with: OSOF Regional Coordinators

Purpose Statement: To organise, lead, and coordinate OSOF coastal clean-up events, and manage volunteers.

PERSON SPECIFICATION

Qualifications: Tertiary qualification/s in ecology OR industry experience in successfully running volunteer events preferred.

Experience: Knowledge of New Zealand environmental conservation issues and environment, demonstrated leadership and event management skills preferred.

Skills, Knowledge, Abilities, Personal Attributes, Behaviours, Competencies:

- A passion for environmental conservation
- The ability to work in a professional manner and prioritise workflows
- Able to use initiative and to work both independently and as part of a team
- Enjoy interacting with a diverse range of people
- Excellent communication and time management skills
- Strong leadership and event management skills
- The ability to problem solve

Key Accountabilities:

1. Organise and implement OSOF coastal clean-up events

- Liaise with OSOF volunteers, local authorities, groups, and organisations to coordinate clean-up events.
- Secure and book a suitable venue or location for clean-up events.
- Coordinate facilities for clean-up events and volunteer requirements.
- Liaise with OSOF marketing to plan, promote and document clean-up events.
- Seek sponsorship opportunities to help run clean-up events.
- Coordinate catering options, if required for events.
- Ensure health and safety obligations are adhered for clean-up events.
- Manage and run clean-up events, including direction of volunteer staff.
- Assist in post evaluation of clean-up events, and implement changes.

2. Organise other OSOF events

- Assist with the organisation of community events relating to coastal and marine conservation, and education within respective regional areas in a timely and appropriate manner.
- Assist with the organisation of other events and projects that fall in line with the OSOF objectives.

3. Develop professional relationships with external contacts

- Develop professional relationships with external contacts on behalf of OSOF to expand the OSOF network and resource base.
- Continue professional development in the areas of environmental conservation and education with particular emphasis to coastal and marine environments.

4. Represent OSOF in a professional manner

- Advocate for coastal and marine environmental awareness to a range of audiences within the local community and in the media, in line with OSOF objectives.
- Manage enquiries from the public and media in a timely and appropriate manner.

5. Contribute to forward planning of OSOF campaigns and projects

- Contribute and assist in developing ideas for potential conservation projects relating to coastal and marine conservation, on a regional or national level.