

JOB DESCRIPTION

Job Title: Regional Coordinator

Location: Variable

Responsible to: Our Seas Our Future Charitable Trust

Functional relationships with: OSOF Coordinators

Purpose Statement: To lead and coordinate environmental conservation events, projects, and volunteers on behalf of OSOF within respective regional areas.

PERSON SPECIFICATION

Qualifications: Tertiary qualification/s in environmental management, ecology OR industry experience in conservation 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 skills
- The ability to problem solve

Key Accountabilities:

1. Recruitment and management of OSOF volunteer networks

- Identify and recruit potential volunteers to join the OSOF volunteer network and manage their activities as required.
- Utilise volunteers as required to help run OSOF activities in a timely and professional manner.

2. 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.

3. Organising 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.

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.