



POSITION DESCRIPTION

Job Title: PROJECT SUPPORT OFFICER - HAMILTON

Reports to: Regional Manager

Full-time / Permanent

Summary Statement

The Project Support Officer is responsible for supporting the on-ground activities of Conservation Volunteers as well as the office administration. The role includes recruiting [and sometimes supervising] groups of volunteers. The successful candidate is required to exercise high levels of interpersonal skills, as well as demonstrating sound organizational abilities.

Tasks & Duties

- Using proactive recruitment methods to achieve community involvement targets on a regional basis for CVNZ teams.
- Increasing community awareness of CVNZ through the promotion of CVNZ programs and initiatives to local networks, including but not limited to; schools, universities, corporate businesses, volunteer resource centres and community groups.
- Creating and maintaining strategic community involvement networks including: student, volunteer, media, youth, community and environment contacts.
- Developing and maintaining an accurate database to reflect the above information.
- General office management, including reception duties, office administration, email, mail, general phone enquiries & issuing of receipts and banking..
- Updating and maintaining information on the volunteer database in line with required timelines and producing reports as required.
- Assisting in the coordination of volunteer movements; including booking transport and accommodation.
- Preparation of Team Leader reports, and maintaining database of statistical and feedback information derived from completed Team Leader reports.
- Liaising with project partners to ensure timely, effective and safe project delivery
- Occasional field-based team leading of volunteers.
- Working cooperatively within a small team to meet objectives.
- Other duties as assigned by the General and Regional Manager.

Desirable Qualifications

- Full Drivers Licence
- Defensive Driving certificate.
- Current Senior First Aid certificate.
- Occupational Health and Safety certificate (Level 3)
- Ministry of Justice Check

If not already obtained, the above qualifications are required upon successful appointment of the position.. CVNZ is able to provide some assistance to the successful applicant in obtaining these.

Desired Attributes

- Demonstrated commitment to practical conservation and a record of achievement in this area.
- A sound knowledge of major threats to the health of New Zealand's natural environment and an understanding of current land and water rehabilitation techniques.
- Ability to 'juggle' tasks and roles and prioritize as required.

Working Conditions

A flexible approach is expected due to the nature of this position, as working additional time to fulfill your responsibilities may be required on occasions. The Project Support Officer is required to travel to various project sites as well as other places deemed necessary in promoting and recruiting for CVNZ programs and initiatives.

Salary

\$42,680.00 per annum

KEY SELECTION CRITERIA

- Demonstrated written and verbal communication skills and experience in communicating with a diverse range of people and organizations, including public speaking experience.
- Demonstrated experience in servicing a team of people including: induction, supervision, training, monitoring performance and supporting team members.
- Demonstrated capacity to formulate written reports within specified time lines.
- Record of effective organization and prioritization of multiple demands to meet project objectives.
- Practical experiences in the management of and compliance with organizational OH& S processes and procedures
- Demonstrated experience in data entry, office administration and relevant computer skills [Microsoft Office].