

## Job Vacancy – National Coordinator

A new national network of Environment Centres and like-minded organisations is seeking a coordinator to facilitate its formal launch and future development. Environment Centres are here to inspire and enable Kiwis to improve their lives and create a thriving and sustainable Aotearoa. They help people take practical and effective action in their home, neighbourhood, workplace or local wild place so we all share in a better environment.

An initial collective of 12 Environment Centres have been working together to build their capacity and impact and establish a formal umbrella organisation. The successful candidate will now support this network to make its mark and grow in size and influence. It is a challenging role requiring a range of organisation skills delivered in a participative way.

The location of this position is negotiable, based either from home or office in a town with an established environment centre and will have a working relationship with all other member Environment Centres around the country. It is a 30 hour/week position, initially for one year, commencing March/April 2014.

The remuneration will be negotiable in the range \$23-35 per hour.

Please send CV and cover letter setting out your motivation and how you meet the requirements of the position to Liana, [liana.stupples@gmail.com](mailto:liana.stupples@gmail.com). Applications close 6th March 2014. Interviews in person or by Skype are planned for wc 17<sup>th</sup> March. <http://sustaintrust.org.nz/home/national-collective>

### Role Description

Position	<b>National Coordinator</b>
Reports To	Steering Committee
Key accountability	Implement the 3 year strategy for the coordination and joint work of the Environment Centres and members.
Key Functional relationship with	Steering Committee members, other Environment Centres (EC), and members.
Key outcomes of the job	Environment Centres and members are better able to work together and deliver more change in their environment and communities.
Specific Tasks and Responsibilities	<ol style="list-style-type: none"><li>1. Support the governance and management work of the Steering Committee including<ul style="list-style-type: none"><li>○ Draft strategy and policy with the members</li><li>○ Organise meetings</li></ul></li></ol>

	<ul style="list-style-type: none"> <li>○ Keep records</li> </ul> <ol style="list-style-type: none"> <li>2. Manage the implementation of the strategy in a collaborative way with members including <ul style="list-style-type: none"> <li>○ Run effective projects within budget and to time</li> <li>○ Manage monitoring and evaluation including data collection, and analysis</li> <li>○ Manage the finances and administration of the organisation</li> </ul> </li> <li>3. Build network internal community and capacity including <ul style="list-style-type: none"> <li>○ Recruit and support members</li> <li>○ Be familiar with the work, and unique characteristics of all members</li> <li>○ Maintain and improve internal communication systems</li> <li>○ Organise capacity building resources and events</li> <li>○ Organise events for members including an annual hui</li> </ul> </li> <li>4. Gather external resources for national work including <ul style="list-style-type: none"> <li>○ Build and maintain relationships with national funders and supporters</li> <li>○ Represent the organisation and work of the members in national fora</li> <li>○ Fundraise from national level grant makers and donors</li> <li>○ Develop sponsorship, income generating events and other products</li> </ul> </li> </ol>
Key competencies	<ol style="list-style-type: none"> <li>1. Project management - experience of developing and delivering projects on time and within budget</li> <li>2. Experience of showing leadership through facilitating/coordinating and working participatively with others to deliver outcomes</li> <li>3. An understanding of monitoring and evaluation for continuous improvement and accountability</li> <li>4. Excellent communication skills, and able to work with a diversity of people and philosophical approaches across a range of modes (written and verbal)</li> <li>5. Experience in developing and maintaining robust relationships with key stakeholders including central and local government, independent funders and customers</li> <li>6. Information technology experience and knowledge of different tools, communication platforms and interfaces (including Microsoft Office suite)</li> <li>7. Self-directed and able to work independently and creatively</li> <li>8. Workshop and Event management experience</li> <li>9. Experience of community and voluntary sector and/or working in an Environment Centre or similar organisation</li> </ol>

	<p>10. Demonstrable support for the mission, vision and values of the organisation and its members</p> <p>11. Understanding of governance processes</p> <p>12. Experience with financial management including basic systems for budgeting and accounting.</p>
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