

## **JOB DESCRIPTION**

**Job Title:** Regional Coordinator

**Location:** Variable

**Responsible to:** Our Seas Our Future Charitable Trust

**Functional relationships with:** OSOF Coordinators, Project Teams

**Role type:** Volunteer/Leadership

**Time requirements:** Variable ongoing (2 hours per week)

**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, team and project management, 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.