

Position/Purpose Description

Position Title: Programme Coordinator

Reporting Manager: LYC or LYW Programmes Manager

Direct Reports: N/A

Position Location: Auckland, or Christchurch

Position Type: Fulltime (40hrs p/w)

Background

Established in April 2009, the Sustainable Coastlines Charitable Trust is a multi award-winning New Zealand charity that exists to connect people to nature and inspire change.

Our long-term, shared vision is to restore the mauri of our moana and our mission is to support communities around Aotearoa to prevent litter and restore waterways. We want to see beautiful beaches / oneone kōrekoreko, healthy waters / waiora and inspired people / tāngata whakaohooho. This vision and key outcomes acknowledge us as a part of a solution that requires action from local communities, government and business across Aotearoa and the world.

We deliver and support large-scale coastal clean-up events, educational programmes, public awareness campaigns, catchment-based freshwater restoration and citizen science activities to collect environmental data. We also enable others by supporting 'Do It Yourself' efforts and training groups to run their own events.

Position Purpose

The Programme Coordinators will deliver the "on-the-ground" components of the Love Your Water, Love Your Coast and Litter Intelligence programmes, in conjunction with colleagues and community groups, to deliver the world-class mahi Sustainable Coastlines is known for, in terms of programme impacts and funder deliverables.

Working with the support and guidance of our Programme Managers, the purpose of this position is to coordinate and implement waterway restoration projects, as well as beach clean-up projects and campaigns and litter survey and audits. This includes but is not limited to: school education and events, corporate events, sponsor projects, monitoring and evaluation, training and support and training workshops. Success in this role looks like professional and well run programmes with strong community presence & support.

ROLE SPECIFICATION

This person will be able to demonstrate:

Personal Attributes

- Creativity and strong problem-solving skills with the ability to think on your feet.
- A growth mindset and a commitment to learning.
- Level headedness and a high sense of organisation and initiative.
- A commitment to the mission, vision and values of Sustainable Coastlines and a strong connection to the ocean.
- An enthusiastic interpersonal style that fosters great relationships with colleagues and external partners.
- Confidence in presenting/public speaking with large groups
- Ability to build great relationships with a range of stakeholders, including community groups and mana whenua.
- Ability and desire to travel domestically and be on the road on a regular basis, including weekends.
- Reasonable level of fitness to do demanding physical work

Skills & Experience

- Some industry experience and knowledge, with a view to specialising in community led restoration projects.
- A good understanding of te ao māori and te reo.
- Ability to manage budgets and event planning; a proven history of successfully delivering and reporting on community projects within budget constraints.
- Strong writing and communication skills.
- Demonstrated experience in using digital tools for planning, reporting and communicating.
- Proven success in the planning, and/or delivery of educational activities and programmes.
- Excellent ability to manage priorities.

Values Alignment

Our core values at SC are:

- **Respect indigenous knowledge** - We're committed to being a better collaborator by increasing our understanding of Te Tiriti o Waitangi, tikanga, te reo, and te ao māori.
- **Create the high five effect** - We motivate people through passion, fun, positivity and a sense of achievement.
- **Together is better** - We're caring, collaborative, diverse and inclusive.
- **Strive for brilliance** - We're curious, tech-enabled people, open to new approaches.
- **Make waves** - We focus on high impact solutions and measurable outcomes.

Position description:

Being the local Sustainable Coastlines representative across our programmes will require you to be a community engagement superstar. Alongside planning, running events and reporting on them, as the key contact person for groups in your area you will deliver training activities with schools & community members, enthusiastically deliver presentations & run engagements with personality, and be confident to speak to the issues core to Sustainable Coastlines to a variety of audiences. You will be able to support data collection in freshwater & litter monitoring, as well as clean-up and planting events..

The work will be at times physical & dirty. You'll be loading utes with trees or rubbish one day and running a Litter Intelligence training workshop with a corporate group the next. Mixed in with office work, your days will always be variable. You will use your adaptability and flexibility to manage priorities well and you'll bring creative ideas to the table to integrate across programmes..

As you'll be working across programmes, you'll need to be highly organised and excel at communicating proactively. The Christchurch role will work remotely and report to a manager in Auckland, so a particularly high level of initiative is required here.

The position will require you to attend events at weekends a number of times during the year.

Love Your Coast - Liaise and collaborate with corporate clients to deliver beach clean-ups events in your region. Orchestrate and deliver education workshops in schools and the community. Support DIY clean-ups by community members.

Love Your Water - Collaborate with local community groups to plan and implement tree planting restoration efforts. This involves; running monitoring & tree survival rate training, education workshops, tree planting sessions, weeding & maintenance days.

Litter Intelligence - train and support citizen scientists, run quality assurance activities (re-surveys & re-audits), support integrating litter monitoring into large scale clean-ups, train & support trainers in the LI programme, run surveys, audits & other activities as part of the Litter Intelligence Education Programme, manage & send out beach litter monitoring kits, verify surveys & reporting on activity, work within budget and keep healthy financial records.