

JOB DESCRIPTION

Job Title: Policy Team Coordinator

Location: Variable

Responsible to: Our Seas Our Future Charitable Trust

Functional relationships with: OSOF Regional Coordinators

Purpose Statement: To lead and coordinate policy submissions and events on behalf of OSOF.

PERSON SPECIFICATION

Qualifications: Tertiary qualification/s in environmental management, law, ecology or industry experience in relevant areas.

Experience: Some knowledge of New Zealand environmental law preferred.

Skills, Knowledge, Abilities, Personal Attributes, Behaviours, Competencies:

- A passion for environmental conservation, science, and law
- Tertiary qualification preferred
- 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. **Identifying current and upcoming local and central government policy consultations for public submissions**
 - On a regular ongoing basis, check a list of websites to identify current public consultations.
 - Identify consultations relevant to OSOF's interests.
 - Monitor/note submissions deadlines in a timely manner.

2. **Write policy submissions on consultations identified to be relevant to OSOF interests**
 - Assess the relevance of consultations to OSOF's interests/goals, and OSOF's position on issues.
 - Research and write draft submissions in consultation with OSOF Projects Coordinator, and other OSOF members.
 - Complete final submissions in consultation with OSOF Projects Coordinator by agreed deadlines.
 - Utilise external contacts and resources as required for writing submissions.
3. **Recruitment and Management of Policy Team**
 - Identify and recruit potential policy submission writing/research volunteers to the OSOF Policy Team and to effectively manage their activities as required.
4. **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 area of environmental law with particular emphasis to coastal and marine environments.
5. **Organising OSOF events**
 - Assist with the organisation of events relating to local and central government policy, public meetings and conferences in a timely and appropriate manner.
6. **Represent OSOF in a professional manner**
 - Advocate for coastal and marine environmental awareness to a range of audiences.
 - Manage enquiries from the public and media in a timely and appropriate manner.