

JOB DESCRIPTION

Job Title: Regional Operations Mentor/Advisor

Location: Variable - Auckland, Hawke's Bay, Wellington, Christchurch, Dunedin

Responsible to: Our Seas Our Future Charitable Trust

Functional relationships with: OSOF Coordinators

Role type: Volunteer/Mentorship/Leadership

Time requirements: Variable ongoing

Purpose Statement: To provide operational advice and mentorship support to Regional Coordinators in planning and implementing successful community engagement and outreach events.

PERSON SPECIFICATION

Qualifications: Tertiary qualification/s preferable.

Experience: Experience in operational, events, or project management, and demonstrated leadership and problem solving skills essential.

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

- An interest in environmental conservation
- A solutions focussed approach to mentorship of volunteers
- 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. Provide expert advisory and mentorship support to OSOF Regional Coordinators.

- Facilitate discussions around effectively planning and implementing events in regional areas.
- Enable Regional Coordinators to effectively manage active volunteers in their regional areas.
- Meet with Regional Coordinators on a monthly or as needed basis to provide mentorship and advice on meeting key deliverables, and excelling in their roles.
- Provide feedback to the Trust Board on a regular basis.

2. Represent OSOF in a professional manner

- Communicate with volunteers in a professional and understanding manner.
- Represent OSOF in public forums as needed.