

JOB DESCRIPTION

Job Title: Policy Team 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 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: Interest in New Zealand environmental conservation issues and environment, experience in team and project management, and 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.