

ROLE DESCRIPTION

Role 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 (up to 4 hours per week)

Purpose Statement: To organise, lead, and coordinate environmental conservation events, projects, and OSOF team members 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 and team management 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 on coastal and marine environments.

- 3. Organising OSOF events**
 - Lead and 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.