

## Kaimanaaki / Project Lead

### Position Description

<b>Purpose</b>	<p>In partnership, Urban Ark - Manawa Taiao and the Tūpuna Maunga Authority have initiated a new project that will contribute to the protection and enhancement of the mauri and wairua of the Tūpuna Maunga of Tāmaki Makaurau.</p> <p>The goal is pest-free, thriving, native biodiversity habitats on the Tūpuna Maunga, which are protected and connected by halo areas of private and public property around the maunga that are also pest-free and native biodiversity rich.</p> <p>The role of the Kaimanaaki is to be a community activator - engaging, educating and encouraging the community to get involved to care for the local maunga and halo area; providing the skills, tools and opportunities to participate; and leading these activities in collaboration with the wider Urban Ark and Tūpuna Maunga Authority teams.</p> <p>The role focuses on building partnerships and fostering community connection, as well as delivering on the ground outcomes in the reduction of predator and pest plant populations and expansion and enrichment of native biodiversity habitat.</p>
----------------	--

<b>Contract type</b>	Fixed Term Contract
<b>Pay</b>	Range \$35 - \$40 per hour
<b>Hours</b>	Half-time (74 hours per month on average) or Full-time (154 hours/month on average)
<b>Reports to</b>	Development Manager, Urban Ark – Manawa Taiao Accountable to the project steering group made up of Urban Ark and Tūpuna Maunga Authority representatives.
<b>Location</b>	Central Auckland (Waitematā, Albert-Eden and Puketāpapa Local Board areas)
<b>Duration</b>	6 months (full time) or 1-year (half time), fixed term. Extensions to the contract period are funding dependent.

### Areas of responsibility

<b>Project planning and delivery</b>	<ul style="list-style-type: none"> <li>• Lead the delivery of this project.</li> <li>• Ensure that the project maintains or increases respect for and understanding of the values and connection with the Tūpuna Maunga.</li> <li>• Working with Urban Ark and Tūpuna Maunga Authority representatives, develop a project delivery plan including priorities and timelines.</li> <li>• Ensure that the proposed activities align with the strategies of both Urban Ark and the Tūpuna Maunga Authority.</li> <li>• Draw on other Urban Ark contractors and the Tūpuna Maunga Authority as required to help deliver outcomes.</li> </ul>
<b>Community engagement and activation</b>	<ul style="list-style-type: none"> <li>• Coordinate delivery of native biodiversity enhancement and monitoring activities both on the maunga and in the surrounding halo area (e.g. planting, trapline monitoring and management, habitat restoration, invasive species control, monitoring and citizen science).</li> </ul>

	<ul style="list-style-type: none"> <li>• Design and deliver outreach strategies to engage and motivate community members.</li> <li>• Develop engagement materials and activities.</li> <li>• Organise and facilitate workshops, volunteer events, and information sessions to increase pest control and ecological restoration efforts.</li> <li>• Support and mentor local champions, community groups, schools, businesses and landholders to initiate and sustain actions that meet the objectives of the project.</li> <li>• Provide training and upskilling opportunities for volunteers, enhancing their knowledge, confidence, and ability to contribute meaningfully to conservation and restoration goals; and ensuring they develop skillsets for safe, effective, and environmentally responsible pest animal and plant control practices.</li> <li>• Provide volunteers with access to necessary resources, such as traps and other tools, tailored to specific requirements.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Manage Health &amp; Safety (H&amp;S) activities related to this project to provide safe working environments and ensure safe outcomes.</li> <li>• Work within the H&amp;S frameworks and protocols of Urban Ark and the Tūpuna Maunga Authority ensuring appropriate H&amp;S planning, implementation and reporting for the project activities.</li> </ul>
<b>Communications and promotion</b>	<ul style="list-style-type: none"> <li>• With support from both Urban Ark and the Tūpuna Maunga Authority, develop and implement a communications plan to promote the project and celebrate successes.</li> <li>• Assist with content for newsletters, social media, websites, and local media.</li> <li>• Represent the project at community meetings, forums and events, and present updates to internal and external stakeholders.</li> </ul>
<b>Stakeholder and partner management</b>	<ul style="list-style-type: none"> <li>• Maintain and develop respect, understanding and connection of community and stakeholder groups to the Tūpuna Maunga.</li> <li>• Build and maintain positive relationships with the Auckland Council Community Rangers, Local Board staff, community group leaders and other stakeholders and contributors to this project</li> <li>• Work with existing pest free community groups and group leaders in the halo areas.</li> </ul>
<b>Project administration, monitoring, evaluation and reporting</b>	<ul style="list-style-type: none"> <li>• With the Development Manager, manage the project budget, track expenditure and support funding reporting.</li> <li>• Assist with grant and funding applications as needed.</li> <li>• Establish measures of success for community engagement and biodiversity outcomes.</li> <li>• Collect, analyse and record data (e.g. participation rates, volunteer hours, pest animal monitoring, and catch data).</li> <li>• Prepare regular progress reports for the steering group.</li> <li>• Prepare case studies and final project reports for funders and partners as required.</li> <li>• Capture lessons learned and contribute to continuous improvement of the programme.</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Passion for native biodiversity and community-led environmental action.</li> <li>• Inclusive, respectful and collaborative working style.</li> <li>• Initiative, creativity and problem-solving capability.</li> <li>• Willingness to work weekends and occasional evenings for community events</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>• Experience leading community-based environmental projects</li> <li>• Working knowledge of, and experience in, upholding Te Tiriti o Waitangi; and a basic, or higher level, of understanding of te reo me ōna tikanga Māori.</li> <li>• Demonstrated ability to engage, motivate and support volunteers and community groups.</li> <li>• Strong communication and facilitation skills, including public speaking and group coordination.</li> <li>• Understanding of native biodiversity, conservation, or ecology (formal or equivalent practical experience).</li> <li>• Familiarity with Health &amp; Safety systems</li> <li>• Excellent organisational and time-management skills</li> <li>• Ability to build effective relationships and collaborate with a wide range of stakeholders.</li> <li>• Competence with basic project administration, budgeting and reporting.</li> <li>• Proficiency in standard office software and basic online communication tools.</li> <li>• Experience in citizen science or community monitoring programmes.</li> </ul>