

# 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 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.</p> <p>The role focuses on building partnerships, fostering community connection, and delivering on the ground outcomes.</p>
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<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

## Areas of responsibility

<b>Project planning and delivery</b>	<ul style="list-style-type: none"> <li>• Lead the delivery of the project.</li> <li>• Work with Urban Ark and Tūpuna Maunga Authority representatives to 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 (e.g. planting, new traplines, habitat restoration, invasive species control, citizen science).</li> <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</li> </ul>

	<p>safe, effective, and environmentally responsible pest animal and plant control practices.</p> <ul style="list-style-type: none"> <li>• Provide volunteers with access to necessary resources, such as traps and other tools, tailored to specific requirements.</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>• Prepare 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>• Build and maintain positive relationships with the Auckland Council Community Rangers, Local Board staff, community group leaders, CVNZ 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>

### **Personal Attributes**

- Passion for native biodiversity and community-led environmental action.
- Inclusive, respectful and collaborative working style.
- Initiative, creativity and problem-solving capability.
- Willingness to work weekends and occasional evenings for community events

### **Experience**

- Experience leading community-based or environmental projects
- Demonstrated ability to engage, motivate and support volunteers and community groups.
- Strong communication and facilitation skills, including public speaking and group coordination.
- Understanding of native biodiversity, conservation, or ecology (formal or equivalent practical experience).
- Excellent organisational and time-management skills
- Ability to build effective relationships and collaborate with a wide range of stakeholders.
- Competence with basic project administration, budgeting and reporting.
- Proficiency in standard office software and basic online communication tools.
- Experience in citizen science or community monitoring programmes.