



## **Volunteer Coordinator – Ranger**

### **Permanent Role, 32 hours per week**

#### **Purpose of the role**

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- **Volunteer coordination:** Ensure that the ecosanctuary is well supported with volunteers across all its operations, and that there are always multiple opportunities for the wider community to engage with Orokonui through its volunteer programme.
- **Biodiversity restoration:** Assist the wider operations team with all biodiversity restoration activities as required, including pest monitoring and control, weed control, track maintenance, fence monitoring and maintenance, infrastructure projects, animal husbandry, and monitoring of threatened species.
- **Duty phone holder:** Share responsibility for the Orokonui duty phone, a central component of the surveillance system for the predator resistant fence. The duty phone is manned 24 hours a day, all year round, with duty phone holders responsible for providing emergency response to any fence breach alerts.

#### **Organisational background**

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Orokonui Ecosanctuary is a 307-hectare fenced ecosanctuary, located 20 minutes' drive north of Dunedin, that has provided a safe, predator free environment for many of New Zealand's most threatened indigenous species since 2007. This includes breeding populations of South Island Kākā, Takahē, Haast Tokoeka Kiwi, Jewelled Gecko, Tuatara, South Island Robin, Otago Skink, and Green Skink, established within the sanctuary via translocation from their original habitats. The sanctuary's philosophy is 'wildlife on wildlife's terms'; species translocated to the ecosanctuary live freely, in their natural habitats, as they would in the wild.

Most of the land on which the sanctuary is located is administered by the Department of Conservation (a 231-hectare Nature Reserve), with a further 76 hectares privately owned by the ecosanctuary's parent body, the Otago Natural History Trust. The Trust was appointed to manage and control the Nature Reserve by the Department of Conservation in 2007.

The core objectives of the sanctuary are to restore the wildlife and ecosystems of the Orokonui Valley, as described in the restoration plan; to inspire the wider community and visitors to the ecosanctuary to become actively involved in conservation; and to support them to develop the skills to do so through the Orokonui volunteer, education, and visitor programmes.

Orokonui Ecosanctuary works in collaboration with, and under the mana of, Kāti Huirapa Rūnaki ki Puketeraki, mana whenua for the Orokonui Valley; we also work with other rūnaki and iwi partners in respect to translocation of taonga species. The Department of Conservation is a key stakeholder in our work, as are other local institutions: the Dunedin City Council, Otago Regional Council, Otago University, and Otago Polytechnic. Orokonui Ecosanctuary has provided inspiration for, and actively partners with, many local conservation projects including the Open Valley Urban Ecosanctuary, the Halo Project: Beyond Orokonui, and Predator Free Dunedin.

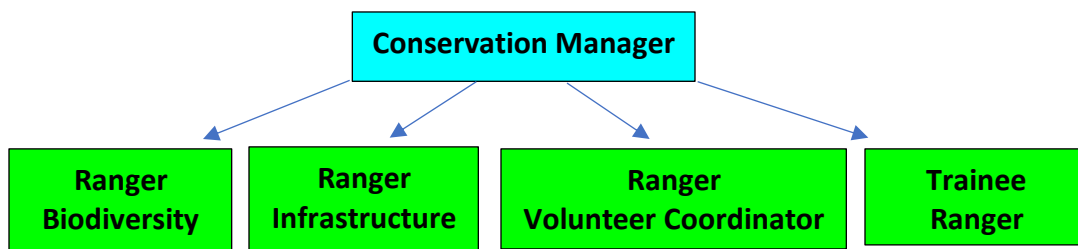
Orokonui Ecosanctuary has three affiliated entities: the parent body, the Otago Natural History Trust; Orokonui Ecosanctuary Ltd, which is responsible for the day-to-day operations of the sanctuary; and the Orokonui Foundation, a capital fund established to support the ecosanctuary in the long-term via interest generated on investments. All three entities are registered charitable trusts.

## The Orokonui Ecosanctuary team

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Orokonui Ecosanctuary is a community driven not-for-profit organisation, with around 20 people employed in a variety of roles, from biodiversity restoration, education, reception, guiding, café, administration, and management. Our work is supported by our volunteers, our members, and our wider communities. We are a successful, tight-knit team, bound by a shared passion for conservation, and a belief in the value of the work that we do.

The Volunteer Coordinator – Ranger role sits with the Operations Team, led by the Conservation Manager:



The Operations team are collectively responsible for the restoration of the biodiversity of the Orokonui Valley as described in the restoration plan (including species translocations, species monitoring, and animal husbandry); the biosecurity of the sanctuary (including pest monitoring and control, weed control and incursion response); and the management of assets, such as the predator resistant fence, tracks, and buildings.

The Volunteer Coordinator – Ranger role reports directly to the Conservation Manager, and works closely with other Operations team members, wider Orokonui Ecosanctuary staff, and our volunteers.

## Key responsibilities

<b>Volunteer coordination</b>
<ul style="list-style-type: none"><li>• Assess the volunteer needs of the ecosanctuary based on the work programme of the operations team, and other departments (events, venue hire, guiding, education, and administration).</li><li>• Work with the operations team and other departments to identify tasks that volunteers can support, and to develop new volunteer projects that support the ecosanctuary and provide meaningful opportunities for community engagement at multiple levels.</li><li>• Develop and implement a targeted promotion and recruitment plan for volunteers, based on the specific needs of the sanctuary and identified skills for each task. Work with the Communications Lead to regularly promote volunteer opportunities through multiple channels (website, social media, newsletter, other volunteering networks, corporate sponsors, interest groups).</li><li>• Establish and maintain good systems for data collection (volunteer information, health and safety, hours, roster systems), including identifying an appropriate CRM for this purpose.</li><li>• Ensure that all Health and Safety policies and procedures relating to volunteers are in place, and regularly reviewed. Encourage and support a positive health and safety culture amongst volunteers.</li><li>• Ensure that volunteers are effectively supervised in their tasks, via initial and task specific inductions, health and safety procedures, and the management of volunteers in the field.</li><li>• Ensure that volunteers are satisfied with the volunteer programme (via an annual survey) and feel that their efforts are appreciated (via volunteer celebration events, and regular communications).</li><li>• Provide a monthly board report on volunteer activities (including a breakdown of volunteer hours and tasks); provide regular content relating to volunteers for Orokonui communications channels.</li></ul>
<b>Biodiversity restoration</b>
<ul style="list-style-type: none"><li>• Assist the operations team with the core biodiversity restoration tasks of within the sanctuary - either directly, or by supervising volunteers - including pest monitoring and control, incursion response, weed control, track maintenance, infrastructure maintenance, threatened species monitoring, animal husbandry, restoration planting.</li></ul>
<b>Duty phone response</b>
<ul style="list-style-type: none"><li>• Take an equal share of the duty phone roster with three other duty phone holders.</li><li>• Monitor weather conditions, in particular, extreme weather events that have the potential to compromise the biosecurity of the ecosanctuary.</li><li>• Ensure that the phone is within hearing range, and that you can respond to any duty phone alerts promptly, at all times.</li></ul>

## Person specifications

### Qualifications and experience

- Proven experience recruiting, training, and managing people, preferably in the volunteer sector.
- Excellent communication and relationship skills: ability to establish a rapport with people from all walks of life, and to maintain a positive organizational culture and relationships.
- Experience carrying out physical work outdoors, preferably in the conservation or outdoor education setting.
- Experience in one or more of the following: pest monitoring and control, weed control, track maintenance, infrastructure maintenance.
- Practical knowledge and experience of applied health and safety processes and procedures, in an outdoor setting.
- Experience and qualifications (or willingness to gain qualifications) relating to quad bikes, SXS and 4WD vehicles; chainsaws and scrub bars; handling of herbicides and baits; a current full driver's license and First Aid certificate.
- Physically fit and mobile.

### Personal attributes

- A passion for conservation
- A practical understanding of the principles of Te Tiriti o Waitangi
- Hard working, with a high level of personal accountability
- A friendly and open communication style
- Able to lead and motivate other people
- Flexible and adaptable
- Practical and resourceful; good problem-solving skills
- High personal and professional standards
- Self-motivated and proactive

## Application process

To apply for the role, please email a cover letter and CV to Amanda Symon, General Manager, [amanda@orokonui.nz](mailto:amanda@orokonui.nz). The deadline for applications is Saturday the 30<sup>th</sup> of September, at 5pm. For a questions, further information, or a confidential discussion regarding the role, please contact the General Manager by phone: 027 557 9109.