

Job Description

Plastic Pollution Challenge Project Coordinator, Manawatū River Source to Sea.

Part-time position (average of 20 hours per week), fixed term contract (12 months with potential for renewal)

Manawatū River Source to Sea (Source to Sea) is seeking a Coordinator to implement the Plastic Pollution Challenge Programme of Work over the next 12 months. This role will suit a proactive, flexible and motivated individual who wants to make a difference. This newly formed role needs someone with the tenacity to build on existing ideas, implement an agreed Programme of Work, a strong ability for growing and managing relationships and a passion for eliminating (plastic) waste from our streams and stormwater drains.

The vision and mission of Manawatū River Source to Sea is to engage our community in collective action to enhance biodiversity and the mauri of the river in the Manawatū River Catchment, and to build community wellbeing. The Plastic Pollution Challenge is key to achieving the vision and mission.

Responsibilities and Duties

This position requires working alongside and cooperating with paid staff and volunteers of Environment Network Manawatū and the Source to Sea sub-committee of Environment Network Manawatū. The successful candidate will be employed by Environment Network Manawatū (the legal entity for the Manawatū River Source to Sea initiative). He/she will report to Source to Sea members on a monthly basis, and its chosen representative on an as-needed basis.

This new role will build the Plastic Pollution Challenge reach and impact. You will be required to:

- Work with Source to Sea members and stakeholders on implementing the project work funded through a specific grant. This includes:
 - the planning and coordination of all activities,
 - working together with iwi partners,
 - liaising with Source to Sea member groups and other stakeholders
 - managing to stay within budget,
 - reporting on progress in the format required
- Build new relationships and maintain existing relationships
- Organise, communicate and promote events and bring these to successful conclusions, within agreed budgets and timeframes
- Keep relevant publications and documents up-to-date
- Deal with relevant inquiries
- Have your own transport and a clean driver's license
- Comply with the Health and Safety at Work Act (2015) as well as potential Covid-19 requirements at all times
- Provide monthly written updates on achievements and challenges to the Project Steering Group.

To be considered for this role you will ideally have:

- A passion for our waterways and protection of the environment through waste reduction
- A relevant tertiary qualification and/or extensive practical experience in working with volunteers and organizing community events
- Strong project management skills with a proven track record of delivering projects within agreed time and budget
- Familiarity with multi-stakeholder projects and initiatives
- Strong networking skills
- The ability to work both independently and as a team member
- Initiative, self-motivation and flexibility
- Strong skills in written and oral communication
- Computer savviness
- A willingness to learn and adapt
- Expertise at making presentations and public speaking
- Experience with making funding applications