

# Position Description

## Regional Coordinator – Otago

Reports to: MfE South Island Team Leader, NZ Landcare Trust  
Location: Otago Region

- Dunedin area (shared office space at AgResearch, Invermay campus)
- Outside Dunedin area (home office)

### PURPOSE OF POSITION

The purpose of this position is to develop and implement a range of sustainable land and water management initiatives through community engagement, across the Otago Region.

### BACKGROUND

Regional coordinators play an important role in delivering the NZ Landcare Trust's Strategic Plan and work programmes. The Trust receives funding from the government's budget appropriation for the promotion of sustainable land management in New Zealand. This involves working directly with the Ministry for the Environment to deliver a national work programme in support of sustainable land and water management. A key focus of this position is to support the delivery of the NZ Landcare Trust's work programme in the Otago region.

The work programme consists of four broad components. These are:

- Working with regional councils and industry bodies to support adoption of good management practices (GMPs) on farms and across catchments
- Promoting and supporting catchment management
- Facilitating knowledge-sharing and promoting innovative practice
- Supporting landcare based community environmental groups

While farming initiatives make up most of the work programme, the Regional Coordinator will have the flexibility to develop working relationships with urban and other stakeholders, under the broader landcare umbrella once they are settled in the role.

The Regional Coordinator position is a part-time position, working 4 days per week. The person will require flexibility in the hours they can work and be able to travel regularly, including staying away from their home base.

The Regional Coordinator will preferably be based in the Dunedin area but can be based anywhere in the Otago region on the proviso they have access to a stable internet connection and home office. In the Dunedin area, the Regional Coordinator will be encouraged to use shared office space with AgResearch, at the Invermay campus near Mosgiel.

## KEY TASKS

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- Undertake the work programme the Trust is funded by the Ministry for the Environment to deliver in the Otago Region and nationally (where appropriate).
- Promote sustainable land management, biodiversity management and the landcare concept, at the regional level, by:
  - coordinating, overseeing, and monitoring the implementation of various initiatives
  - maintaining regular contact with land users and land user groups and organisations and investigating opportunities for sharing of resources and coordination between groups
  - profiling the efforts of the key land management agencies and research groups and becoming familiar with regional and district council activities.
  - showcasing and celebrating farming leaders and community-driven leadership initiatives.
  - creating forums/workshops to promote the integration of sustainable land management into everyday land use/farming practice.
  - playing a brokering role in providing land users access to sources of information about sustainable land management maintaining a strong presence in print and social media.
- Provide support to individuals and organisations preparing funding applications for new projects and initiatives related to sustainable land and water management, biodiversity management and climate change.
- Maintain a regional network of key organisations and individuals involved in sustainable land management and biodiversity management, including government departments, regional councils, trustee groups, NGOs, and research organisations.
- Monitor all forms of media and information transfer activities related to sustainable land use and biodiversity management in the region, particularly to identify opportunities to promote key initiatives of the NZ Landcare Trust.
- Develop and maintain a database of contacts using the provided customer relationship management (CRM) tool. Also maintain a personal database of information sources, funding opportunities and other relevant information for the Otago region.
- Provide required reports in a timely manner.

Note: These may change each year to align with the requirements of the Trust's Strategic Plan.

## EXPERIENCE

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- Experience organising and delivering initiatives to farmers and/or communities, preferably with an environmental restoration, nutrient management and/or farm systems focus – required.
- Experience facilitating group workshops and events – required.
- Experience in project management and reporting - required.
- Experience in communication and negotiation, with fluent written communication, strong verbal communication, and up to date computer skills - required.
- Specific experience working with regional councils, local councils, and industry bodies to support adoption of good management practices (GMPs) on farms and across catchments – highly desired.

## KNOWLEDGE & QUALIFICATIONS

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- Technical skills and ability to apply science in their work with others
  - Demonstrated ability to work hands-on with farmers, community groups, and/or students – required.
  - A tertiary qualification or industry equivalent in a field of environmental, biological, chemical or earth science, agricultural science, or similar - highly desirable.
- Understanding of the New Zealand planning and environmental regulatory framework - required.
- Facilitation skills
  - Experience in – completion of a recognised group facilitation training programme - highly desirable.

## FURTHER COMPETENCIES SOUGHT

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**Analytical and Problem Solving:** Demonstrates highly effective analytical ability and a proactive approach. Able to seek and obtain information, and to draw sound conclusions and recommendations from information.

**Communication and Negotiation:** An outgoing personality who achieves high quality communication in individual and group situations.

**Motivated:** Self-motivated and able to carry out highly productive work without supervision or company, while also willing and able to work as a team member and to adhere to work plans, philosophy, and purposes of the NZ Landcare Trust.

**Community minded:** Committed to the concept of landcare i.e. encouraging and supporting communities to take ownership of their issues and developing and implementing the solutions in partnership with others.

**Presentation:** Demonstrates good presentation to ensure the NZ Landcare Trust is represented appropriately at a variety of events and other occasions.

**Planning and Decision Making:** Able to plan and manage the workload and make decisions necessary to be effective in the role. Respond proactively to community groups and wider decisions relating to the role.

**Networking:** Comfortable meeting and building relationships with people from a wide range of organisations and backgrounds. Able to see opportunities to link people and projects to gain mutual benefit.