



***Community Waitakere is a Charitable Trust dedicated to a vision of a sustainable Waitakere with thriving connected communities.***

## **Position Description**

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**Position:** Community Environmental Coordinator

**Report to:** Community Development Manager, Community Waitakere

**Primary Responsibility:** Working with the Community Waitakere PTS Team to educate and raise awareness in the community about environmental issues through on-stream restoration activities and in the community

**Tenure:** Fixed term – Six months from date of appointment, with the possibility of extension for further 12 months

**Proportion:** Full-time

<b>Responsibilities</b>	<b>Actions</b>	<b>Performance Measures</b>
<b>Lead and support community engagement to raise awareness and change behaviour for more sustainable environmental practice</b>	<p>Assist in the development of environmental education resources to support on stream and off stream activities for the local community</p> <p>Coordinate a series of public educational activities to raise awareness and understanding of local environmental issues</p> <p>Connect with streamside residents to engage them in more sustainable long term behaviour (i.e. sustainable weed management)</p> <p>Initiate and advance connections between all sectors in Waitakere to focus on environmental issues (e.g. between residents, local groups, community organisations, businesses, local government and government agencies)</p>	<p>Educational resourced have been developed for both on and off stream activities with the community</p> <p>All project deliverables and milestones are met</p> <p>Bi-monthly public events/activities have been held for community members</p> <p>Local streamside residents have more sustainable weed management practice</p> <p>A minimum of 3 wider community engagement opportunities per year (e.g.- stream walks, clean-up days, weed workshops, film nights etc.)</p> <p>Dumping of weeds by streamside residents has reduced in target areas</p>

<p><b>Lead environmental initiatives</b></p>	<p>Role model collaborative leadership and community empowerment principles in Waitakere</p> <p>Serve as an advocate for local communities regarding environmental issues in political forums</p>	<p>Information and insight into various submissions is provided as required</p> <p>Community Waitakere is a lead advocate for environmental issues in Waitakere</p>
<p><b>Coordinate and implement environmental projects specifically focusing on young people</b></p>	<p>Develop youth programme resources to be utilised off and on-stream and in nursery settings</p> <p>Implement an environmental programme (i.e. – ‘Our Place’) with high-needs youth with complex issues</p> <p>Continue to co-design &amp; review ‘Our Place’ project resources with youth and stakeholders</p> <p>Further develop relationships with schools</p> <p>Work collaboratively with schools to create environmental programmes on Henderson Creek</p> <p>Work collaboratively with project partners to achieve the project milestones</p>	<p>Work on-stream fortnightly with CYF youth and other youth</p> <p>Project Partners and other stakeholders are engaged</p> <p>‘Our Place’ project resources are implemented and reviewed</p> <p>Schools engaged in environmental programmes on Henderson Creek (e.g.- ‘Treasure Island’, Bird Sanctuary, seed propagation, tree planting days etc.)</p> <p>Environmental programme resources for schools are implemented</p> <p>Key milestones are met</p> <p>Key objectives are achieved</p>
<p><b>Planning, evaluation and accountability</b></p>	<p>Contribute to the planning and monitoring of the design of Community Waitakere’s environmental programmes</p> <p>Identify ways to build on Community Waitakere’s existing strategic community outcomes, goals and initiatives</p> <p>Contribute to monthly statistics, half-yearly and annual written progress reports to Auckland Council and milestone reporting to the Ministry for the Environment and ongoing monitoring and evaluation</p>	<p>Monitoring and evaluation is undertaken in line with contract deliverables</p> <p>Existing community goals and initiatives are built into new programme components</p> <p>Monthly reports providing updates</p> <p>Progress is measured and reports are submitted to funders within the required timeframe</p>

<p><b>Assist in all Community Waitakere environmental activities</b></p>	<p>Contribute to the overall off and on-stream work on a daily basis</p> <p>Provide technical environmental support for on stream activities with community groups, young people and schools as needed</p> <p>Provide health &amp; safety support as needed</p> <p>Identify and utilise opportunities to promote the environmental project and its benefits in the wider community</p>	<p>Both in planning and implementation, the team is working collaboratively safely, and meeting all contract deliverables</p> <p>Information on the environmental work is current and accessible</p> <p>A minimum of 2 promotional activities per year</p>
<p><b>Contribute to Community Waitakere's programme development</b></p>	<p>Contribute to the design and planning of Community Waitakere's environmental programme post-June 2012</p> <p>Contribute to the content of the Community Waitakere website, PTS HC newsletter, Facebook and other social media as required</p> <p>Identify opportunities for collaborative undertakings</p> <p>Actively work across Community Waitakere teams to contribute to a holistic community development approach through Community Waitakere</p>	<p>Opportunities for new projects and collaborations are identified, advanced and supported</p> <p>Community Waitakere identifies new initiatives which will contribute to the social, cultural, environmental and economic wellbeing of the community</p> <p>The Community Waitakere environmental website pages are informative and current</p>
<p><b>Model Community Waitakere values</b></p>	<p>Model and promote the vision and values of the organisation and work in ways that reflect a sustainable, community partnership approach</p> <p>Advance the bi-cultural foundation of Aotearoa through Community Waitakere's community development work</p>	<p>Community Waitakere retains a high profile and a strong presence in Waitakere</p> <p>Continually seek to enhance the development of plans, programmes and relationships to be inclusive, empowering and respectful</p>

## Functional Relationships

Internal	External
All Community Waitakere staff	Auckland Council Project Twin Streams staff
Board Members Community Waitakere	Other PTS community coordinators
	Child, Youth, and Family Waitakere Office
	ZEAL Waitakere (Youth Centre)
	Ministry for the Environment
	Local Iwi
	Local Boards
	Relevant community organisations, groups and individuals

## Person Specification

Specification	Expected	Preferred
<b>Education/ Achievements</b>	A relevant tertiary qualification or training that can be applied to the role Current Drivers License	Relevant tertiary degree
<b>Knowledge &amp; Experience</b>	Community development experience Environmental education experience Experience working with young people including high needs youth with complex issues Experience in developing and maintaining stakeholder relationships Knowledge of environmental issues Ability to work within a bicultural framework  Ability to work cross culturally and in ways that are appropriate to diverse communities; organisations and stakeholders	Understanding of community development principles and practices Experience in recruiting and working alongside volunteers Knowledge of or experience with planning for sustainable environmental management Awareness of, respect for and ability to work within Maori protocols and practices Knowledge of health and safety issues Knowledge of NZ native flora and fauna Local knowledge of Henderson Creek area Project management experience

<p><b>Skills</b></p>	<p>Decision-making appropriate to role</p> <p>Ability to develop collaborative undertakings</p> <p>Ability to plan, prioritise, develop and manage projects and deadlines</p> <p>Self managing, self motivated and well organised</p> <p>Outstanding relationship builder</p> <p>Strong consultative approach</p> <p>Strategic thinking</p> <p>Verbal communication, written communication &amp; presentation skills</p> <p>Relevant computer skills</p>	<p>Ability to communicate environmental information in simple terms</p> <p>Ability to write reports, newsletters and other documents</p> <p>Ability to record and track statistics</p>
<p><b>Personal Qualities</b></p>	<p>Professional approach and strong personal integrity</p> <p>Patient and flexible</p> <p>Passionate for Community Waitakere's mission and vision</p> <p>Passionate about environmental sustainability</p> <p>Ability to undertake physical work along stream banks</p> <p>Innovative outlook and open to new ideas</p> <p>Confident, enthusiastic and takes initiative</p> <p>Adaptability and imaginative</p> <p>Good listener and team player who values the contributions of others</p> <p>Reliability and 'can do attitude'</p> <p>Willingness to develop knowledge and skills</p> <p>Cultural sensitivity</p> <p>Sense of humour</p> <p>Sound judgement</p> <p>Passionate about building sustainable, thriving, connected communities</p>	