



## POSITION DESCRIPTION

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**Job Title: Project Development Officer**  
(*Connecting Parks and People Programme*)

**Reports to: Auckland Regional Manager**

**Fixed Term June 2011 to June 2012**

**Part-time (average 3 days per week depending on requirements of project)**

**Location: Auckland**

**Summary Statement:**

The Project Officer is responsible for developing and implementing the *Connecting Parks and People (CPP) Programme* to ensure that all project targets are met.

The aim of the programme is to provide the skills and experience for local people to increase their capacity to run self-managing projects across the Auckland region in the longer term.

This is a fixed term contract initially but may be extended dependent on further funding provision.

**Tasks & Duties:**

- Develop, deliver and evaluate training plans for volunteers
- Coordinate a programme of regular week-day and weekend opportunities for local volunteers to participate in projects
- Facilitate and deliver training workshops focussed on practical conservation knowledge and skills, team skills, Health and Safety, etc.
- Produce a series of articles providing case studies of good practice or successful projects.
- Promote and add value to the programme within the broader community through the promotion to local networks, including but not limited to; schools, universities, corporate businesses, volunteer resource centres and community groups
- Maintain a high level of professional liaison and effective partnership with project partners
- Ensure that the project reports are produced according to the programme schedule
- Maintain regular communication with Auckland Regional Manager and others to ensure that the programme progresses to plan and any variation is addressed.
- Monitor volunteers and support team leaders on CPP projects in line with other regional and national program delivery strategies.
- Ensure the accurate and confidential maintenance of individual records.
- Maintain statistics, record information and provide reports as required.
- Working cooperatively within a small team to meet objectives.
- General management and administration duties as assigned by the Regional Manager.
- Managing project and office resources which may include, but is not limited to; vehicles, trailers, tools, project budgets, first aid supplies and general equipment.
- Updating and maintaining information on the CV database in line with required timelines.

**Essential Qualifications**

- Full Drivers Licence

**Desirable Qualifications**

- Training or teaching qualification
- Current Defensive Driving certificate.
- Senior First Aid certificate.
- Occupational Health and Safety Level 3

**Responsibility & Accountability:**

- The Project Officer is directly accountable to the Auckland Regional Manager.

**Working Relationships:**

The Project Officer is expected to work effectively with the Auckland Regional Manager, Volunteer Engagement Officer, Team Leaders and other Regional staff in achieving the overall business objectives. The Project Officer may also liaise regularly with the National Manager

External relationships with project partners, Auckland Council and Ministry for Environment Contract Manager are also integral to the successful performance of the Project Officer

**Working Conditions:**

The Project Officer is required to travel to various project sites as well as other places deemed necessary in promoting and recruiting for CV's programs and initiatives. A CVNZ vehicle will be made available for business use, re-imburement for additional mileage in own vehicle will be made at standard rates.

A mobile telephone and computer will be provided for business purposes.

**Key Performance Indicators.**

- Uses proactive recruitment, training and support processes to achieve all targets as outlined in the Project Plan.
- Reports on successful achievement of all targets as outlined in project plan
- Maintains statistics, records information, updates project descriptions and provides reports as required by Regional and National Office
- Keeps the information on the Operations Database up to date.

<b>Key Selection Criteria</b>
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1. Demonstrated experience of training and supporting volunteers
2. Demonstrated skills and experience in delivering and monitoring training programmes
3. Voluntary experience to enable a high degree of empathy with the needs of volunteers
4. Practical skills in a range of conservation activities including tree planting/maintenance, pest control etc.
5. Demonstrated written and verbal communication skills
6. Demonstrated experience of managing the physical needs and resources of a project, preferably within the conservation sector
7. Demonstrated experience in proactive recruitment/community involvement
8. Demonstrated networking effectiveness
9. Demonstrated promotion, presentation and marketing skills.
10. Demonstrated experience in servicing a team of people including: induction, supervision, training, monitoring performance and supporting team members.
11. A high level of computer skills including Microsoft Word, Excel, Powerpoint, Email and Internet.
12. Excellent organisational and time management skills with the ability to manage multiple tasks & competing priorities.