

POSITION DESCRIPTION

POST TITLE:	Education & Volunteer Lead/Coordinator
RESPONSIBLE TO:	General Manager
EMPLOYMENT TYPE:	Independent Contractor
CONTRACT:	Contract for services to 30 June 2026, part-time (25-30hr/week, 48 weeks)
CONTRACT RATE:	\$35 - \$38 hr (excl GST)

Overall Purpose of the Role

Project Island Song works in partnership with Te Rawhiti hapu and the Department of Conservation (DoC) toward a vision for the Islands of Ipipiri to be an archipelago of sanctuaries alive with the dawn chorus, where both people and New Zealand's unique wildlife prosper in harmony. We are looking for someone who is passionate about inspiring conservation action amongst a range of stakeholders, has experience in conservation and environmental education, to lead and deliver our education and volunteer programme.

Innovation and enthusiasm to motivate, support, and inspire others to get involved in our work is essential. Coordinating and delivering our education and volunteer programmes requires communication and a passion for wildlife and people, as schools and volunteers are this role's target audience and key stakeholders.

The opportunity to develop and extend the existing programme within allocated budgets provides scope to meet the Project's strategic priorities.

The role works alongside the Operations Team to deliver on the organisation's key objectives.

KEY DUTIES and RESPONSIBILITIES

Programme Delivery and Development

- Coordinate and deliver learning to a range of audiences, including schools, kura, community, and visitors
- Coordinate and deliver volunteering activities
- Effectively recruit, manage, develop and retain volunteers
- Build and manage relationships with potential learning and volunteer providers throughout the community, including corporates and public funded organisations
- Manage and maintain policies and procedures relating to learning and volunteering
- Design, introduce, and embed new learning and volunteering opportunities
- Develop and maintain effective and compliant administrative systems and records

Teaming with wildlife, a natural partnership with Project Island Song

www.projectislandsong.co.nz

Budgeting and Reporting

- Monitor, evaluate, and report on learning and volunteering activities and programmes
- Provide regular updates for newsletter, Facebook and website including photos
- Work with the General Manager and Fundraising Manager around education and volunteering programme forecasting, budgeting and reporting

Health & Safety

- Be aware of, and adhere to, Project Island Song's health and safety policies, processes and procedures

SPECIFIC WORK ENVIRONMENT

- 25-30 hours working week (average) this varies throughout the year due to programming
- Some weekend work is required to deliver programmes
- Primary place of work is Bay of Islands but as an independent contractor remote, flexible working arrangements are expected
- This role requires a good level of fitness, the role includes working on islands, lifting and carrying equipment as well as computer/office work.

COMPETENCY PROFILE

Essential competencies:

- Passion for nature and people
- Working with volunteers
- Educational and learning delivery
- Communication and interpersonal skills – verbal, written, and networking
- Organisational skills, particularly the ability to manage and prioritise a range of tasks
- Budgeting, reporting and IT competency

Preferred competencies

- Comfortable with tikanga and te reo Māori
- Learning and volunteer sector knowledge including Health & Safety

Qualifications/Other

- Eligibility to work in New Zealand
- Current full drivers license
- Full Police checks will be required as you will be working with youth and vulnerable adults