



Volunteer Co-ordinator

Become involved in one of New Zealand's most ambitious pest control projects. Help us to build and support sustained community volunteer involvement in pest animal control and biodiversity monitoring on the Otago Peninsula.

The Otago Peninsula Biodiversity Group (OPBG) was established in 2008, when a small group of individuals came together out of a shared desire to enhance and protect the natural values of the Otago Peninsula. OPBG's vision is: "Working with our community to create a pest-free Peninsula by 2050, in order to enhance our biodiversity."

Our flagship project is to eradicate possums from the Peninsula. Since 2011, OPBG has removed over 14,000 possums, developed community trapping programmes, biodiversity monitoring programmes and engaged with landowners across the Peninsula.

The activities of OPBG are managed by the Otago Peninsula Biodiversity Trust, a registered charitable trust. You can learn more about OPBG at www.pestfreepeninsula.org.nz

OPBG currently has over 70 regular volunteers who participate in community trapping, operational tasks (e.g. chew-card monitoring, track clearing and maintenance, baiting, follow-up field trapping) and biodiversity monitoring. More than 100 landowners support us by trapping on their own properties.

OPBG is seeking to engage a part-time (32 hours per week) Volunteer Co-ordinator for a fixed term (funding secured until February 2020) to support the community activities of this project. The appointee will be responsible for the coordination of volunteer operations within the community.

Key roles and responsibilities:

1. Helping OPBG to motivate and involve the wider Peninsula community, including urban residents, rural landowners, volunteers and other individuals and groups, to achieve a pest-free Peninsula.
2. Build, maintain and support volunteer involvement in the OPBG flagship possum eradication project by recruiting volunteers, providing training, best practice guidance, health and safety plans and procedures, and ensuring the highest standards are maintained for all volunteer work.
3. Maintain such records as are necessary to manage OPBG's volunteer activities and to provide regular reports for OPBT, funders and other interested parties, on volunteer hours, activities and achievements.

The successful applicant will have:

- Proven ability to establish positive relationships with a wide range of people and organisations.
- Excellent time management, organisational and record keeping skills.
- Strong attention to detail.
- Comprehensive understanding of the Health and Safety at Work Act 2015.
- Excellent oral and written communication skills and proven ability to communicate with a wide range of stakeholders.
- Ability to work effectively in a team and alone.
- Physical fitness to walk long distances on difficult terrain.

- Current New Zealand driver's licence and own transport.
- Demonstrated experience in recruiting, motivating, training and managing volunteers will be an advantage.
- An understanding of modern pest animal control methods will be an advantage.
- Map reading and GPS navigation skills will be an advantage.

If you think you have the relevant skills and experience to undertake this role and would like to know more please contact the OPBG Secretary, Marita Eisenlohr <secretary@opbg.nz>, for a Job Description.

Applicants must email a cover letter and CV with references to <secretary@opbg.nz> by 5:00 pm on Friday 2nd February 2018.