



Community Engagement Facilitator – Urban Ark - Manawa Taiao

Position Description

Role	Contractor
Pay	\$35-40 per hour, depending on experience
Hours	Part-time – 24 hours/week
Reports to	Urban Ark – Manawa Taiao Operations Manager
Location	Central Auckland
Created	August 2024

Purpose	Enable the delivery of effective community engagement across the Central Auckland Isthmus.
Direct Reports	0
Budget Delegation	0
Initial Duration	1-year, fixed term

Urban Ark - Manawa Taiao Trust

Urban Ark - Manawa Taiao (UAMT) is a Charitable Trust formed in January 2020. Our mission is to support our local communities to protect and rehabilitate New Zealand’s native biodiversity across the central isthmus of Tāmaki Makaurau.

The role of Urban Ark - Manawa Taiao is to strengthen local environmental community groups by facilitating access to resources and skills; to increase community engagement across the region; to lead landscape-scale initiatives; and to seed new groups where there are gaps in the network.

Our key focus areas of work are to:

- Support the goals of groups in our area to protect, restore and connect native biodiversity in our urban environment; and to reduce the number and spread of predators and pest plants
- Coordinate and collaborate in region-wide actions that have a positive, landscape-scale ecological impact across the central Auckland isthmus
- Increase wider community action, to lead more people to appreciate, protect and enhance native biodiversity
- Support the wider vision of Pest Free Auckland and the nationwide Predator Free 2050 initiative, through strong, respectful partnerships and positive collaboration

Key Accountabilities

The UAMT Community Engagement Facilitator will be responsible for growth, coordination, and delivery of an effective community engagement programme, in alignment with an agreed communication strategy. They will work closely with the existing Operations Manager, Ecological Restoration Advisor, and network of volunteer group coordinators.

Work is to be carried out in a way that develops strong and sustainable relationships and networks within the local community and has measurable positive ecological and social outcomes.

Key requirements within this framework:

- To meet performance criteria, set by the UAMT Operations Manager at the start of each reporting year
- To complete assigned tasks and report on time as per an agreed monthly and annual work plan
- To report any Health and Safety or project delivery risks to the Operations Manager as soon as they arise
- To represent UAMT in a positive manner, to maintain and enhance its reputation and relationships with all involved parties.

Critical Success Factors

Area of Responsibility	Actions
Delivery Planning	<ul style="list-style-type: none"> • Develop programmes of targeted community engagement and review quarterly against annual plan. • Work to an agreed communication plan and report on measurable goals and clearly defined outcomes. Review quarterly against annual plan.
Communications and Events	<ul style="list-style-type: none"> • Create effective, high quality and original content for mainstream and social media to increase visibility of and engagement with the work of UAMT and its member groups. • Produce the UAMT monthly newsletter for subscribers. • Plan and run regular environmental events and seek out appropriate opportunities to participate in those organised by others.
Group support	<ul style="list-style-type: none"> • Support existing community groups and help recruit new volunteers to increase group capacity. • Work with other UAMT roles to provide training opportunities for volunteers to increase their skills and knowledge.
Ecological Monitoring	<ul style="list-style-type: none"> • Plan and implement an initiative to increase engagement with ecological monitoring in the community, including the use of appropriate open source 'citizen science' platforms.
Pest Plant and Animal Control	<ul style="list-style-type: none"> • Support the other UAMT roles as required to continue increasing sustained community involvement in controlling invasive species.
Education Programme	<ul style="list-style-type: none"> • Work with the UAMT Education Programme Coordinator as required to support delivery of environmental education in and outside the classroom.
General UAMT Duties	<ul style="list-style-type: none"> • Monthly reporting as required by the Operations Manager • UAMT team meeting participation, as required. • Participate in relevant workshops and training courses, as required. • Maintain equipment in good condition and store safely.

Health & Safety	<p>Take responsibility for UAMT Trust’s obligations in workplace health and safety by:</p> <ul style="list-style-type: none"> • Having a sound understanding and appropriate use of the UAMT H&S documentation, including policy, risk assessments and safety plans. • Taking all reasonable steps to ensure their own personal health and safety and that of others who are involved in or may be affected by their activities. • Reporting all unmanaged hazards, occupational injury, illness, near miss incidents, environmental impact, or property damage, regardless of severity, to the UAMT Operations Manager.
----------------------------	---

The responsibilities of this position are expected to evolve somewhat, and adaptability is a key requirement of this role. Detailed annual workplans are to be developed in accordance with the 2025-2030 strategy, set to supersede the one covering 2020-2025, and much will also be determined by future funding levels. There will also be occasions when additional tasks are necessary outside designated UAMT roles, to support our mission and actively contribute to the overall growth and effective functioning of the organisation.

Key Relationships

Internal	<ul style="list-style-type: none"> • UAMT Operations Manager • UAMT Ecological Restoration Advisor • UAMT Education Programme Coordinator • UAMT Trustees
External	<ul style="list-style-type: none"> • Community group coordinators • Tangata whenua • Local Board members • Auckland Council staff, predominantly Community Rangers and Conservation Advisors • Environmental contractors engaged by Council • Funders • Other community organisations, businesses, and individuals

Key Competencies and Position Requirements

- A minimum experience level of 2-3 years working in the realm of community engagement in Aotearoa, New Zealand, including event planning, promotion, and delivery.
- A good social understanding of Auckland and its diverse communities, with highly effective networking skills and the confidence to engage meaningfully with people from all walks of life.
- Excellent verbal and written communication skills, with proven ability to engage diverse audiences effectively, including the use of social marketing techniques and social media platforms.
- Excellent interpersonal and relationship management skills, with proven success in working collaboratively with a wide range of a people for the benefit of a project.
- An interest in nature conservation and understanding of the need to control invasive species to protect and restore indigenous flora and fauna.
- Proven project management skills, with a high level of self-motivation and the ability to develop delivery plans and complete projects on time and within budget.
- Excellent organisational and time management skills, resilience, tenacity, adaptability, and the capability to effectively prioritise tasks in accordance with an agreed strategic direction.
- Familiarity with Te ao Māori, including tikanga, and a recognition of, and commitment to, Te Tiriti o Waitangi, alongside the view that we, as humans, are guardians of our environment.
- A positive, authentic, and optimistic approach to tasks and relationships and a willingness to develop new professional skills and areas of expertise as required.
- Sound strategic judgement to recognise and evaluate new opportunities and the ability to work well independently or part of a team to ensure project success.
- A willingness to undertake First Aid training, Workplace FA certification being a minimum, with any renewals required while working to be covered by UAMT, and gain Police vetting clearance.
- Own laptop and proficiency in Microsoft Office 365 software (provided by UAMT) and a range of other tools relevant to content creation for a variety of channels.
- Own vehicle and full, clean New Zealand Driver License, as the role will require regular travel within the UAMT operational area.
- Strong personal connections to the community in the [UAMT operational area](#) - ideally a permanent and longstanding resident.
- Ability to take well composed photographs and shoot short, concise video clips for story telling purposes will be seen as a significant bonus.