

**Landscape Connections Trust
Halo Project - Project Coordinator Position
Short-term contract**

EXPRESSIONS OF INTEREST

1.0 Job Description

Job Title:	Halo Project Coordinator
Reports To:	Beyond Orokonui Project Manager.
Supervising:	Volunteers and other project personnel
Contract period:	July 2017 – July 2019.
Workload:	24 hours / week, 49 weeks / annum.

1.1 Background

The Halo Project is a community-initiated approach to multi-species predator control across a 3900-hectare landscape surrounding Orokonui Ecosanctuary. This is one of the three current priority projects of the wider Beyond Orokonui project. The Halo Project has recently completed its “pilot phase”, rolling out a trapping network with community volunteers across 10 project sites. We are now scaling the project, expanding the trapping rollout across the 3,900 ha Inner Halo project area whilst maintaining the momentum that has been created to date.

The Landscape Connections Trust (LCT) is seeking a suitably qualified, experienced and enthusiastic person for a short-term contract to initiate the Halo Project on the ground. This will primarily involve initiating and maintaining predator management programmes with community groups and landowners, as well as helping to develop systems to enable a functional and well-managed Halo Project.

This contract is for two years, reflecting the current funding situation. The LCT is currently seeking funding to enable the continuation of this position. Future job positions, beyond the term of this contract, will have a separate appointment process.

1.2 Primary Contract Objectives:

To effectively manage operations which advance the vision and objectives of the Halo Project. The primary focus is on pest control projects within the Inner Halo project area.

1.3 Key Responsibilities:

1. Lead, motivate and involve the wider “Halo community” including urban residents, rural landowners, volunteers and other individuals and groups to achieve the primary objectives
2. Implement health and safety policies and practices within operations, ensuring compliance with health and safety legislation, policies, and contractual and legal requirements during Project implementation
3. Implement specific predator trapping and baiting operations on sites, both on public and private land, in accordance with the priorities of the Halo Pest Management Plan.
4. Plan, supervise and assist volunteer-enabled pest management within the Inner Halo project area, ensuring volunteers are completing pest management tasks to a high quality standard, and in a safe and enjoyable manner.
5. Work with private landowners, both rural and urban, to initiate and implement predator control operations, working towards complete coverage of operations across the project area.
6. Manage all infrastructure necessary (eg. traps, monitoring equipment) for Halo Project operations
7. Contribute to annual planning and budgeting as requested by LCT.
8. Produce relevant and timely reports for LCT, funders and other parties with such frequency as required
9. Manage Halo Project communications with the public in conjunction with the Beyond Orokonui Project Manager and LCT Chair. Disseminate written articles and social media to the community as required.
10. Assess operational procedures, standards and systems and make recommendations for improvements
11. Undertake other duties as may reasonably be required within the scope of this document to achieve the primary objectives of the Halo Project.

1.4 Functional Relationships

The Halo Project Coordinator will need to develop and maintain links with:

Within LCT:

- Project Manager – Beyond Orokonui.
- Trustees of the Board.

Outside the organisation:

- Halo Project landowners
- Halo Project residents
- OSPRI, DOC, DCC
- Otago Natural History Trust / Orokonui Ecosanctuary

1.5 Outcomes

Through meeting these responsibilities, the Halo Project Coordinator will be expected to help achieve the objects of the LCT:

- enhance the biodiversity of the Beyond Orokonui project area
- consult with and involve local residents and organisations
- plan and implement pest eradication and control projects in partnership with landowners
- use technologies that are friendly to people and pets, and do not harm non-target species
- promote knowledge and interest in biodiversity in the project area, by meetings and publications of an educational nature
- facilitate and support community participation in the Halo Project
- monitor projects to ensure their effectiveness

1.6 Person Specification

The following attributes and experience are sought for this contract position:

Knowledge

- Strong knowledge of predator control management, tools and techniques for effective control.
- Knowledge of workplace health and safety requirements
- Good knowledge of biodiversity and conservation management.

Qualifications

- A relevant tertiary degree may be an advantage
- A driver's licence is essential
- A Level 2 First Aid Certificate is required. This can be obtained after securing the contract.

Experience

- Experience in managing pest control / conservation operations.
- Experience in managing volunteers.
- Strong outdoor safety skills.

- Experience in project management
- Computer literacy, with an ability to manage spreadsheets and databases and write reports.

Skills

- Strong inter-personal skills, with an ability to communicate to a diverse audience.
- Excellent verbal and written communication skills
- Ability to lead, train, supervise and motivate people
- Ability to use spreadsheets and databases.
- Ability to GIS map project operations.

Special Attributes

- Ability to negotiate and advocate in a constructive manner
- Ability to work outside normal hours as reasonably required to fulfil the responsibilities of the position, noting that many community volunteer activities occur during the weekend.
- Autonomous and able to meet strict deadlines with minimal supervision

1.7 Expected contract timeframes

Expected Contract start date: 23 July 2017

Expected completion date: 23 July 2019.

The proposed contract rate is \$30 / hour. All usual office and overhead costs will need to be provided the appointed contractor. The appointed contractor will be required to provide their own vehicle and pay for the associated running costs.

The appointed contractor is expected to provide his or her own workspace, but to regularly work alongside the Beyond Orokonui Project Manager at his office space. In time, it is likely that a standalone Beyond Orokonui/Halo Project office will be established.

1.8 Interested?

If you think you have the relevant experience to undertake this role and would like to know more please contact us at landscapeconnectionstrust@gmail.com.

Applicants must respond to this Expression of Interest, and most notably the questions below, by **5:00 pm 7th July, 2017**.

2.0 Expressions of Interest – Halo Project Coordinator Contract Position

2.1 Introduction

This Expression of Interest (EOI) is an invitation to suitably experienced persons to submit a written proposal to fulfill the Halo Project Coordinator Position for the Landscape Connections Trust (LCT).

2.2 Closing date for proposals

Proposals must be emailed to Rhys Millar, at rhysmillar@inspire.net.nz, by 5pm, Friday 7th July.

2.3 Point of Contact

All inquiries must be directed to: Rhys Millar. Beyond Orokonui Project Manager.

rhysmillar@inspire.net.nz

03 4779242 or 027 3877866

2.4 Proposal Evaluation

Applicants are asked to submit a proposal that describes their expertise and skills that will enable them to perform the functions of the Halo Project Coordinator role. Applicants should use real-life examples to describe how they best meet the attributes and experience described in “(1.6) Person Specification” above.

Proposals should be limited to a maximum of 4 pages of typed text, single line spacing, size 11 font.

The evaluation model that will be used is weighted as follows.

EVALUATION CRITERIA

Proposals will be evaluated on their merits according to the following evaluation criteria and weightings.

<u>Evaluation Area</u>	<u>Weighting</u>
Appropriate qualifications	10 %
Practical experience and track record	30 %
Knowledge of subject matter	20 %
Demonstration of core skills	30 %
Demonstration of special attributes	10 %

2.5 Conditions

1. If any aspect of a proposal is unclear, the LCT may seek further information from the applicant.
2. The evaluation shall be final and binding on all applicants.
3. LCT reserves the right to reject all applicants.
4. The LCT reserves the right to conduct an oral interviewing process should that be required.
5. LCT reserves the right to negotiate with any applicant on any matter.
6. LCT reserves the right to offer further work of a similar nature to the successful applicant.
7. From the tenders submitted, LCT will select its preferred tenderer and may enter into negotiations with one or more applicant for the delivery of the contract service. Negotiations with any applicant will commence within one week of the closing date for Expressions of Interest.

3.0 Background Information.

3.1 What is Beyond Orokonui ?

Beyond Orokonui is a project aiming to restore and enhance 55,000 ha of landscape around Orokonui Ecosanctuary and up Dunedin's north coast.

The Beyond Orokonui project started in 2014 with the collection of baseline ecological information, a community forum, and the development of a Community Management Strategy. The baseline ecological information including the compilation of an inventory of biodiversity values that exist within the project area, and a fine-scale vegetation map which identifies the various habitats across the full extent of the project area. Concurrently, we have worked with dedicated voluntary ornithologists from Birds NZ to complete bird counts across the project area. This work will help us to increase our understanding of bird's habitat preferences.

Community conversations started by establishing a vision and goals for the project – you can check these out on the website, over at www.beyondorokonui.org.nz

3.2 Who is the Landscape Connections Trust?

LCT is an incorporated charitable trust, first established in 2009. LCT's mission is to create healthy landscapes that support resilient communities, and is supported by a range of more specific objectives – you can read these in the Trust Deed, over at www.beyondorokonui.org.nz. While the trust's mission and objectives aren't geographically limited, the two projects that LCT has initiated have both happened here in Otago.