



Restore Hibiscus & Bays

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Restore Hibiscus & Bays Manager

Role description

About the opportunity

Restore Hibiscus & Bays (RHB) is a community-led charitable initiative that aims to partner with whānau, hapū, iwi and bring together, empower and grow the network of groups, projects, neighbourhoods, individuals, schools, businesses and other organisations working to eradicate pests, restore and protect native habitats and improve water quality across the Hibiscus & Bays Local Board area.

RHB is looking for an organised people leader to guide the initiative through its next exciting phase. The RHB Manager facilitates the governance and management of a range of activities and programmes within the diverse environments of the Hibiscus and Bays Local Board area, with a specific focus on supporting and growing community-led restoration and conservation activity. This is a dynamic, team leadership position, directly managing up to 8 staff.

The Manager will oversee the delivery of the recently updated RHB [Strategic Plan](#), which identifies the following guiding principles that underpin the delivery:

- Te Tiriti o Waitangi – We understand our obligations under Te Tiriti o Waitangi and are committed to honouring them.
- Te Ao Māori – We acknowledge Māori worldview and seek to further understand how this can be integrated into our work.
- Transparent working relationships – We know that together all our actions make a difference.
- Diversity – We respect that different groups have different methods they employ to achieve results and are at different stages of their restoration journey.
- Science Based – We recognise that to make good decisions we need robust information.
- Community Focused – We take all opportunities to bring people together through this work, across our diverse, multicultural communities.



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- Inter-Generational – We recognise this is a long-term game and young people need to be encouraged and supported to carry on the work.
- Ethical Responsibility – We take up the responsibility of advocating for nature and species that cannot speak for themselves.
- Aesthetic Value – We acknowledge that the experience of nature contributes to positive mental health.

The position

Contracts with: Restore Hibiscus & Bays Incorporated

Reports to: Directly reports to the Restore Hibiscus and Bays Executive Committee and the Restore Hibiscus and Bays Steering Group

Supervised by: Restore Hibiscus & Bays Steering Group Chair

Hours of work: Full-time 40 hours per week (part-time possible for the right candidate)

Salary: Negotiable, depending on skills and experience

Location of work: Based from home and at an office in Browns Bay, but working throughout the Hibiscus and Bay Local Board area

Timeframe of work: Fixed term 12 months (with the possibility that this will be extended)

Purpose of the position: to provide leadership and support that empowers local communities, volunteers and stakeholder organisations to collectively protect and enhance native biodiversity and work towards Pest Free Auckland 2050.

Key Relationships: RHB Ecological Restoration Advisors, RHB Catchment Community Activators, RHB Steering Group, the RHB network, other local volunteer restoration groups within the area, Iwi, Te Herenga Waka o Orewa Marae, Hibiscus and Bays Local Board members and staff, Auckland Council staff, Schools, Auckland Council CCOs including Auckland Transport, Department of Conservation, and other government agencies.



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Skills and experience that you'll bring to the role

Essential

- Capability and capacity in Te Ao Māori, or a strong commitment to developing your cultural capability and capacity in alignment with the RHB guiding principles.
- Excellent staff management skills.
- Demonstrated 'self-starter', showing initiative and ability to complete prioritised projects within budget.
- Demonstrated experience in effective relationship management and community empowerment for shared achievement.
- Demonstrated communication skills, including written communications (reports, funding applications, emails, newsletters), delivering presentations, and communicating with people in person and over the phone/video conference.
- Experience in volunteer engagement, support and management.
- Strong time management skills - able to juggle multiple projects and priorities.
- High level of computer literacy, with demonstrated online media experience.
- Strong administrative capability.
- Ability to undertake project monitoring and reporting to agreed standards and procedures.
- Knowledge of all communications and engagement channels and methods, including social media.
- Experience in working with a range of groups and agencies including schools, tangata whenua, the volunteer community, Local Boards and Council staff.
- Strong interest in and knowledge of ecology, biodiversity and biosecurity issues.
- A serious commitment to following and communicating policy and procedure around Health and Safety.
- Comfortable with working flexible hours, including willingness to work out of 'normal' office hours, such as some evenings and weekends.
- Own laptop and software.
- Own transport with insurance and current driving licence.



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Desirable

- Experience of completing funding applications and developing fundraising strategies and plans.
- Experience with strategic planning.

What you'll deliver

Key Achievement	Key Activities
Facilitation of governance processes and staff management	<ul style="list-style-type: none">• Organise monthly meetings of the Restore Hibiscus & Bays Steering Group and of the Executive Committee.• Take & distribute agendas and minutes of meetings.• Update and distribute a monthly status report to the Steering Group and respond to questions.• Manage staff team, with up to 8 direct reports, including running weekly team meetings, setting individual work plans and KPIs and providing ongoing support to team members.
Planning and reporting	<ul style="list-style-type: none">• Work to deliver the outcomes and work programme outlined in the Restore Hibiscus and Bays Strategic Plan, including facilitating detailed planning with stakeholders.• Report on progress to relevant stakeholders regularly against stated objectives and goals, and complete and submit grant accountability forms to funders before deadlines.• Continue to improve reporting processes and systems.• Prepare & present updates to the Hibiscus & Bays Local Board and other stakeholders and funders.



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	<ul style="list-style-type: none"> • Support a review of the Restore Hibiscus & Bays Strategic Plan in January 2023.
Engagement and Community Empowerment	<ul style="list-style-type: none"> • Organise bi-monthly network hui, including guest presentations, RHB updates and sharing and networking sessions. • Maintain a database of contacts and groups in Hibiscus and Bays and members of the Restore Hibiscus & Bays Incorporated Society. • Build and maintain relationships and partnerships with community networks and stakeholders. • Organise the design and dissemination of an annual community survey to track change in community sentiment and awareness.
Communications	<ul style="list-style-type: none"> • Plan and coordinate consistent and effective communications. • Utilise a variety of media channels to promote the goals of the strategic plan and communicate achievements through the RHB work programme. • Seek regular media opportunities to promote the work of the network. • Distribute information from council & other bodies to communities and members of the network, as required.
Monitoring & Evaluation	<ul style="list-style-type: none"> • Support the Steering Group, network and staff team to develop and deliver scientifically-robust, consistent ecological monitoring across Hibiscus & Bays.
Health & Safety	<ul style="list-style-type: none"> • Adhere to and communicate health and safety policies and procedures of RHB and Auckland Council.



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<p>Finance</p>	<ul style="list-style-type: none">• Develop a fundraising strategy and plan to support delivery of the Restore Hibiscus & Bays work programme plan and associated collaborative projects.• Apply for and manage grant funding for the Restore Hibiscus & Bays initiative.• Seek funding and resources from alternative sources, e.g. corporate sponsors and community fundraising events.• Explore options for collaborative funding bids with network groups and projects.• Work with the RHB Treasurer to ensure finances are robust and well reported.• Arrange payment of staff, contractors and expense invoices.
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