

# NFRT Reserve Manager Roles and Responsibilities

## Role Summary

<b>Job Title</b>	Reserve Manager, Waikato
<b>Position Basis</b>	Part time contractor, it is anticipated that the role will require approx. 50 hours per month pro rata. However, more hours may be available during the first year of service as the Contractor is developing relationships and becoming familiar with the reserves. There may also be the possibility of picking up other budgeted work.
<b>Location</b>	The role is based in the Waikato.
<b>Travel</b>	This position will require regular travel. The Trust will compensate the contractor under the same terms as its other employees/contractors, with kms set at the standard IRD petrol rate, which is currently \$1.17 (plus GST).

## Introduction

The Native Forest Restoration Trust (NFRT) is a national non-profit organisation formed to buy and restore native forests, creating new nature reserves which are protected for ever for all to enjoy. These reserves provide a home for many of New Zealand's unique and endangered wildlife. The Trust has already acquired over 9,000 hectares of native forest and wetlands throughout New Zealand and continues to actively seek more suitable land for restoration. The Trust relies on the support of the public and this support goes directly into buying and restoring New Zealand's native forest.

The Trust is governed by a board of voluntary Trustees with the support of a Chief Executive Officer (CEO), Operations Manager, Administrator, Accounts Administrator, several Reserve Managers, and a network of Honorary Rangers and volunteers.

NFRT was formed in 1980 when a group of people got together to protest the felling of giant totara in Pureora Forest. Our ethos remains the same as it was back then – if we all come together, we can achieve extraordinary things.

## Job Purpose

To provide efficient and effective restoration management of Native Forest Restoration Trust reserves across the Waikato regions.

## Job Summary

The Native Forest Restoration Trust owns and manages 36 reserves from Puhoi Far North (Mangakawakawa) near Peria in Northland to the Oreti Totara Dune Forest on the western edge of the suburb of Otatara, near Invercargill in Southland.

The 14 reserves to be managed by the Reserve Manager under this contract include:

- [Awakau Kiwi Reserve](#), Waitomo District, Waikato
- [Basil Hewett Reserve](#), Waitomo District, Waikato
- [Cynthia Hewett Memorial Reserve](#), Thames-Coromandel District, Waikato
- [Ed Hillary Hope Reserve](#), Waikato District, Waikato

- Golden Cross Reserve, Hauraki District, Waikato (once purchase is completed)
- [Owen Lewis Reserve](#), Otorohanga District, Waikato
- [Palmer Bush](#), Western Bay of Plenty District, Bay of Plenty
- [Pehitawa Kahikatea Forest](#), Waitomo District, Waikato
- [Rangitoto Station Reserve](#), Otorohanga District, Waikato
- [Rauroa Bush Reserve](#), Waitomo District, Waikato
- [Ross Bishop Memorial](#), Waitomo District, Waikato
- [Steuart Russell Reserve](#), Waitomo District, Waikato
- [Tui Glen](#), Waitomo District, Waikato
- [Waiwawa Bush Reserve](#), Thames-Coromandel District, Waikato

Further reserves may be added to the contract by mutual agreement between the Trust's Operations Manager and the Reserve Manager, as new reserves come online.

The Reserve Manager will be expected to implement and lead further development of each site in accordance with the Management and/or Biodiversity Plans and budgets for these reserves. The Reserve Manager is responsible for preparing and managing annual budgets for the sites they manage.

The Reserve Manager will oversee operations programs on their reserves, while representing and promoting the Native Forest Restoration Trust in the Waikato region. They will also contribute to NFRT's planning and marketing as required, to ensure that the goals of the organisation are efficiently achieved.

The Reserve Manager role requires a sound understanding of biodiversity and conservation project management, experience of working in remote/rural locations, and experience working in a positive and collaborative manner with diverse groups of people.

NFRT often relies on its supporters and local communities taking a role in the ongoing management of its reserves. The Reserve Manager is also tasked with overseeing contractors, collaborating with QEII, DOC and Councils, engaging with Iwi and local community groups, and supervising volunteers, including Honorary Rangers.

## Qualifications, Skills and Selection Criteria

### Essential:

- A relevant tertiary qualification and/or extensive experience in reserve management or biodiversity conservation in New Zealand.
- A passion for restoration and conservation, with a good working knowledge of New Zealand weed and native plant species.
- A commitment to the values and objectives of the Native Forest Restoration Trust.
- Excellent operational planning and organisational skills.
- Demonstrated experience in the development, implementation, and tracking of reserve works plans & budgets.
- Skilled at managing contractors and running field-based work programmes.

- Ability to work independently, exercise delegated authority, and lead and supervise teams of volunteers safely.
- Self-motivated and capable of working safely alone in remote locations.
- Positive interpersonal skills and the ability to work with opinion leaders, officials, and people in the community.
- Good written and spoken communication skills and political judgement.
- Demonstrated communication, negotiation, project management and problem-solving skills.
- Knowledge and experience of conservation-related funding applications and reporting.
- A current Growsafe Standard Certificate or equivalent (or a commitment to organising this).
- Current full New Zealand Driver Licence.
- New Zealand work permit.

**Desirable:**

- Ability to use Geographical Information Systems (GIS) software to develop, manage, query and display spatial data relevant to reserve management plans.



*Ed Hillary Hope Reserve midway between Hamilton and Raglan on SH23*

## Accountability

The Reserve Manager reports directly to the Trust's Operations Manager. Accountabilities and objectives will be outlined in the Reserve Manager's contract and reviewed annually as part of contract renewal.

## Duties and Responsibilities

The Reserve Manager will ensure that the management of all 14 reserves above meet the goals of the Trust and key partners.

The Reserve Manager will be responsible for monitoring progress and addressing any issues that arise on reserves they manage. This information and knowledge will then be used to inform and adapt reserve management to improve conservation outcomes across these reserves.

Additionally, the Reserve Manager is also responsible for the development and management of the annual reserves budget for the areas they manage, in line with NFRT's management planning processes, as well as the management of relationships with the local and broader community and other key stakeholders.

### **Key responsibilities include:**

- Planning, prioritising and promoting the operational program delivery across the Trust's Waikato reserves.
- Visiting Trust reserves on a regular basis throughout the year with the aim of monitoring progress and making regular contact with Honorary Rangers (on reserves where one is present), stakeholders, contractors and volunteers.
- Preparing annual work plans and budgets for each reserve (broken down into expense types with a timeline), with assistance from the Operations Manager.
- Management of reserve operating budgets, including reporting expenditure variances to the Operations Manager.
- Working collaboratively with QEII, DOC and Councils, and overseeing the implementation of annual work plans for each reserve, including co-ordinating Honorary Rangers, contractors and volunteers and monitoring of work done.
- Organising and overseeing activities such as pest animal control, weed control, tree planting, fencing and track maintenance.
- Undertaking practical field-based tasks as required to meet reserve management goals, including (but not limited to) hands-on pest animal and weed control, planting, and minor infrastructure maintenance.
- Assessing the current needs of each reserve and implementing and reviewing management plans.
- Keeping reserve management and work plans up to date and preparing new management plans as required.
- Meeting the Trust's information management requirements for biodiversity monitoring, reporting, and data collection and storage, including setting up (if required) and updating trap catch data on Trap.NZ
- Preparing a written bi-monthly report on the progress of work plans.
- Representing the interests of the Trust, actively networking and publicising the work of the Trust.
- Identifying reserve management funding and support opportunities and submitting funding applications to supplement reserve budgets. Co-ordinating, managing, monitoring and reporting on funds from successful funding applications to aid the ecological restoration of reserves.

- Engaging public support and securing volunteer workers where appropriate.
- Drawing up and maintaining an inventory of Trust assets on reserves, checking that they are being kept in good condition.
- Assisting with NFRT's marketing and communications programs including contributing to the Trust's Canopy newsletter, website and Facebook as required.
- Complying with the Trust's Health and Safety Policy to ensure their own safety and the safety of others.
- Maintaining Hazard Lists and H&S Plans for each reserve and update as required.
- Maintaining herbicide and pesticide registers.

## Key Relationships

- Work collaboratively with the Trust's Operation Manager and wider internal support team.
- Manage external relationships with Iwi, QEII National Trust, Department of Conservation, Local and Regional Councils, and other interested parties.
- Manage external relationships with local community groups and neighbours to promote effective reserve management, advance conservation outcomes, and build community relationships and participation in NFRT's work.

## Key Outcomes

- Development, implementation and monitoring of effective and efficient reserves work and management plans – specifically:
  - pest animal control to reduce mammalian pests including goats, deer, pigs, possums, rabbits, rats and mustelids;
  - maintenance of pest populations at low levels allowing for the recovery of native flora and fauna;
  - control of invasive weeds;
  - restoration activities including planting;
  - assisting with the development of interpretive signage for educating, orienting, and inspiring visitors to reserves;
  - infrastructure and track maintenance, including fencing maintenance, to ensure reserve boundaries are maintained at a stock proof standard.
- Healthy, positive and productive stakeholder relationships, especially with Iwi, Local and Regional Councils, the Department of Conservation, QEII National Trust, scientific institutions, volunteers, local community and neighbours.
- Safe reserve operations for all visitors and contractors.