

Job Description

Role title: Sustainability Coordinator

Hours: This is a flexible, part-time position of 15 hours per week. Work hours may include occasional evenings and weekends.

Term & nature of contract: Fixed term position for 9 months. You will be an independent contractor rather than an employee. You will need to provide your own vehicle, computer and software.

Role and Responsibilities

- To work in partnership with existing local food related initiatives
- To nurture additional sustainability-related initiatives as they emerge
- To develop strategies to engage a wider cross section of the community in sustainability-related initiatives
- To utilise existing volunteer networks and the Bridge2Rocks TimeBank

Functional Relationships

- Reports to Sumner Bays Union Trust board chair and/or delegated representatives
- Functional relationship with SBUT staff
- Functional relationship with existing sustainability and local food related initiatives

Specific tasks:

- Develop a relationship with the Predator Free Sumner group and Predator Free New Zealand and support the roll out of similar initiatives in Redcliffs and Mt Pleasant
- With the Sumner Food Forest:
 - Organising and running working bees
 - Building a team of Food Forest 'friends' - regular local people who share the vision
 - Taking a lead in the planning/planting / pruning and ongoing design of this area.
 - Organising pruning workshops / other educational sessions for the community in this space
- Redcliffs Community Garden:
 - Working in partnership with Redcliffs School Board of Trustees to find a new location for the Redcliffs Community Garden, ideally on the new school site.
 - Building a new team
- Network with any and all sustainability related activities in the Sumner/Redcliffs/Mt Pleasant/Heathcote Valley area to increase community participation in them.
- Empower the local community to develop new sustainability related initiatives
- Build a team of volunteers and TimeBank members who can sustain these projects in the long term.

Personal Attributes & Experience

- A proven ability to work in partnership on a project with a range of community organisations and stakeholders in the Bays area (Sumner, Redcliffs, Mt Pleasant, Heathcote Valley)
- Exceptional facilitation skills
- Excellent monitoring and evaluation skills
- Excellent report writing skills
- Superb communication skills
- The ability to work in an empowering manner
- A high level of professionalism
- Integrity, honesty, reliability, and punctuality
- Innovative and flexible