

July 2023

Trust Administrator Job Description

Aroha Kaikorai Valley (AKV) Vision

"Aroha Kaikorai Valley is a vehicle to work with business, schools and community groups to help facilitate the improvement of the overall health of the valley environment."

AKV Objectives

- Ensure the cleanest water possible from the headwaters to Kaikorai Estuary
- Elimination of pest plants such as ivy, gorse and broom
- Replacing pest plants with native and significant trees to enhance these areas
- Eliminating predators and attracting native birds into the valley by placing traps in commercial and residential properties in the valley

Position Description

Contract	AKV Trust Administrator
Hours	Maximum of 6 hours per week
Rate:	\$35 per hour
Contract Length	1 August 2023 – 31 July 2024

This position will suit someone with a passion for community, environment, and volunteer organisations, you will need to be flexible and have strong communication skills, with the ability to be self motivated always working towards the objectives and best interests of the trust.

Responsibilities and duties

Overall: Reporting to the Aroha Kaikorai Valley Trustees to deliver administrative and organization duties. This position has three key areas of work:

- **Administration:** Manage email correspondence, membership applications, monitoring key success factors (such as number of events, trees planted, attendees at events etc.), bimonthly newsletters, Trustees signpost reports on project progress, social media (Facebook) and AKV website. Act as the point of public contact for the Trust's affairs
- **Liaison:** (personal and group meetings, email, phone) with community networks, Araiteuru Marae, businesses, schools, NGO's and Councils and the public to implement AKV environmental goals in the Kaikorai Catchment.
- **Facilitate:** Help facilitate education programs, where appropriate, and with effective support and guidance, to deliver learning activities to the community and students in schools, to help meet the AKV environmental goals on the catchment. These goals are focused around water quality, native biodiversity (plants and animals), and pest control.

Location:

This position is based in the *Turboweb* Office. Immediate supervisor is *Turboweb* owner/manager and AKV Trustee Person: **Mr. Paul Southworth**

Address C/O Turboweb
 381 Kaikorai Valley Road
 Bradford 9011
 Dunedin

Phone: Work (Turboweb) 4745953 Mobile: 021887630 (Paul)
Email paul.southworth@akv.nz

Preferred Experience

- Experience with volunteer and conservation groups
- Efficient in general admin
- Proficient at Microsoft products (mainly word and excel and Teams)
- Experience in gathering and interpreting data and writing formal summary reports
- Social media savvy
- Zoom proficiency
- Positive can-do attitude, flexible

- Ability to travel in the local Dunedin area.
- Experience in teaching or education would be an advantage.
- A first aid certificate would be an advantage
- A strong understanding of Health and Safety and workplace protocols.

Budget: No budgetary responsibility. Funding requests must be done directly through the named supervisor (above).

Application process

Applications close August 22nd

Please submit CV and cover letter to connect@akv.nz by 4pm Monday 22nd August.

Alternatively you can drop documents to C/o Turboweb 381 Kaikorai Valley Road, Dunedin 9011.