

## **‘Wilding Conifer Group’ Co-ordinator (part-time)**

Help tackle one of New Zealand’s most significant biodiversity and biosecurity threats by joining the Wilding Conifer Group as a part-time Co-ordinator.

The role will support the establishment of a new independent entity – the Wilding Conifer Group. You will play an important role in supporting the organisation through its change and establishment phase, and then lead the coordination of its work programme.

The role is 12-months fixed term or contract role, engaged for 20 hours per week. The position is accountable to the Wilding Conifer Group Committee members, and reports to the Chair.

The Coordinator will be contracted/employed by one of the member organisations of the Wilding Conifer Group, but seconded to Wilding Conifer Group<sup>1</sup> until such time the Group becomes a legal entity which can employ staff. Hours of work and location of operations are negotiable. Some domestic travel may be required from time to time.

Expressions of Interest which address the knowledge, skills/experience and competencies for the Coordinator role, and a CV must be received by 5pm on Monday 9 July 2018 to [melanie.chapman@mpi.govt.nz](mailto:melanie.chapman@mpi.govt.nz), and any questions to 04-819 4297 or to same email address.

### **Responsibilities**

- Providing Secretariat services – meetings organisation, preparation of Agendas, Minutes, and ensuring follow-up on actions
- Supporting the Group’s Interim Committee to carry out a change programme and deliverables as per its Terms of Reference
- Supporting the Interim Chair/Chair in project and business-as-usual activities
- Developing brief reports, as required by the Group’s Committee
- Assisting the organisation of a key annual event – Annual General Meeting and Conference
- Supporting the implementation of the Work Plan including project management.
- Providing Membership services (extent to be determined)
- Establishing and maintaining a contacts and membership database
- Coordinating with the Group’s members regarding advice and advocacy activities
- Networking actively with sectors/communities throughout New Zealand represented in the Group
- Preparing an Annual Report
- Oversight of financial management (extent and specific duties to be determined)
- Acting as the Group’s ‘point person’ for the National Wilding Conifer Control Programme
- Contributing to the multi-party ‘comms group’, which also includes providing content for, and steering the direction of [wildingconifers.org.nz](http://wildingconifers.org.nz) .

### **Knowledge**

- Governance and management processes in small organisations/not-for-profits
- Wilding conifer issues (preferred)
- New Zealand’s science research system (preferred)
- Machinery of government (preferred)

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<sup>1</sup> The position is funded by the Ministry for Primary Industries.

## Skills and Experience

- Administration or secretariat management
- Management of projects
- Management of funding and/or supplier contracts
- Provision of research support and/or advice
- Writing – plans, reports, web content, media releases, policy advice etc
- Supporting the establishment of new organisations and/or change processes (preferred)
- Financial management OR oversight of financial management (extent to be determined)

## Competencies

- Ability to work in a self-directed way
- Confident with information and communications technologies
- Manages relationships well, and is sensitive to interests of the different members of the Group
- Operates with a ‘customer-centric’ approach
- Networks effectively
- Ability to undertake desktop research
- Identifies issues and determine appropriate escalation points

## About the Wilding Conifer Group

The establishment of the Group is currently being managed by an Interim Committee of 16 made up of representatives from farming, forestry, community trusts, science organisations, and regional and central government. It is anticipated that the Group will become a formal entity after the NZWCMG Annual General Meeting in late October 2018.

The Group’s main functions will be focussed on:

- I. Advocacy:** With a focus on the national strategy of the ‘right tree in the right place’, undertake advocacy activities to influence funding decisions, policy-making, regulatory instruments and other areas affecting wilding conifers.
- II. Mobilising:** With the breadth of networks across the country, mobilising communities across New Zealand in the prevention and control of wildings.
- III. Communications, information and coordination:** Foster information sharing among stakeholders and the wider public. Run an annual conference, workshop or field trip for the members and other interested parties. Input to, and be represented on, the multi-agency ‘comms group’<sup>2</sup>. This includes contribution to steering the content management of [wildingconifers.org.nz](http://wildingconifers.org.nz) site. Facilitating information sharing, intelligence gathering and networking among members.
- IV. Advice:** Providing advice to the national programme through its network of community, non-government, science, forestry, farming and other relevant organisations.
- V. Research:** With an emphasis on applied research, acts as a mechanism or platform for research which requires co-funding. Investigates opportunities for sources of new wildings research funding from a wide range of sources.
- VI. Good Practice:** Informs, promotes and disseminates good practice and research.

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<sup>2</sup> The wilding conifer control “comms group” is currently made up of the senior communications advisors from the MPI, Department of Conservation, and Land Information New Zealand.

## Background

Conifer seeds can be blown many kilometres by wind, and have spread into areas such as farmland, the high country (including above the native bush line) and public conservation land. Seedlings quickly infest an area. If they aren't removed, they can grow into dense, impenetrable wilding conifer forests. They often grow in mixed species groups, and their timber has either no value, or costs too much to extract because of access problems and density. The spread of wilding conifers threatens our productive farmland and economy, and our iconic landscapes and native ecosystems, tourism opportunities and our national economy.

By the early 2000s, many individuals and groups saw the spread of wilding seedlings from conifer plantings as a serious problem. The NZ Wilding Conifer Management Group was set up in 2006 to enlist a range of key stakeholders to provide co-funding and guidance to wilding conifer research projects being led by SCION. By 2016, wildings spread was estimated to affect over 1.8 million hectares – an area larger than all our commercial forests combined.

“The right tree in the right place: New Zealand Wilding Conifer Management Strategy 2015-2030” helped guide the establishment of the National Wilding Conifer Control Programme in 2016 (\$16mil over 3 years). <http://www.wildingconifers.org.nz/assets/Uploads/2014-new-zealand-wilding-conifer-management-strategy-3.pdf>