



Position:	People and Nature Coordinator – Million Metres
Reports to:	Project Lead Water
Works with:	Community Engagement & Projects, Marketing & Communications, Events Manager
Direct reports:	None, but this role includes volunteer coordination
Hours:	Full time
Term:	1-year contract
Salary range:	\$55,000-65,000
Based:	Auckland

SBN BACKGROUND

The Sustainable Business Network (SBN) is a social enterprise made up of businesses, governmental agencies, and organisations located across the country. Established in October 2002, the SBN is the largest and longest-standing organisation dedicated to sustainable business in New Zealand. Our vision is “Empowering business so that people and nature prosper.”

Members of SBN:

- **Connect** – collaborate with other Network members and build partnerships to grow their business. Connect with our experienced team to receive expert advice.
- **Get inspired** – our creative news and social media outlets share their stories. Our nationwide events help them learn, network and be inspired.
- **Gain opportunities to act** – join powerful coalitions and collaborate on projects, which are one of the key ways we make the world a better place. Our project areas include the circular economy (plastic packaging, product stewardship and good food) and waterway restoration (Million Metres and our Gulf project). Members can use our practical tools and resources to make a difference.

The SBN office is in central Auckland and the team provides a range of services to members delivered both in person and online.

Million Metres Streams Project (‘Million Metres’) is a national stream restoration programme with the goal of supporting a million metres of waterway restoration across Aotearoa by 2026.

Million Metres’ purpose is connecting and resourcing people to accelerate quality waterway restoration. We do this to achieve our long-term vision that Aotearoa’s people unite to restore the mauri of our precious living waterways.

Million Metres is Aotearoa’s only dedicated programme for connecting local waterway restoration projects with large scale funding and resources. Million Metres uses a unique approach that leverages crowdfunding, corporate investment and sponsorship to build

partnerships for community conservation. The team provides support to landowners and community groups to achieve their waterway restoration goals.

An underlying cause of the loss of waterway health in Aotearoa is a disconnection between people and the natural world, and waterway degradation problems can be seen to belong to 'someone else'. So, at Million Metres we want to reconnect people with nature and with their waterways. Our goal is that the people of Aotearoa understand the mauri, life force, of natural systems around them and know what to do to enhance the mauri and health of their waterways. To enable people to feel connected to their landscapes and waterways and, because of this, understand them, connect their own well-being with the well-being of their natural environment, and integrate taking care of their natural environment and waterways into everyday life.

The People and Nature Coordinator works in the Million Metres team at SBN. The Million Metres team includes Project Lead Water, two Community Engagement & Projects staff, Marketing & Communications, and interns throughout the year. The team works closely with the entire SBN team to achieve the goals of Million Metres.

PURPOSE OF POSITION

This position is a new role on the Million Metres team to develop and deliver our new 'Connecting People with Nature' work area. This role will work with the Million Metres team to develop a high quality volunteer engagement programme that reconnects people with nature and their waterways. This role will then deliver this programme, including achieving planting day sales targets, and then planning, coordinating and hosting planting and weeding days for Million Metres planting projects across Aotearoa. It will also involve supporting coordination of all Million Metres events, and attendance at non-Million Metres events throughout the year. This role is funding dependant and thus has been established as a one-year contract with the intention to extend this based on achievement of planting day sales targets.

RESPONSIBILITIES

This position is responsible for developing and delivering Million Metres' people and nature programme, with the goal of delivering approximately 20 experiential planting days around Aotearoa in the 2020 planting season (autumn to spring, when the conditions are best for planting) and approximately 10 maintenance days during summer 2020/2021.

This role will:

- Investigate and develop a high quality corporate team day programme that deeply connects business groups with nature through planting conservation and restoration work. These experiences will connect attendees with their local waterway to deepen their understanding of mauri and the needs of the waterway to maintain strong mauri.
- Ensure all Health & Safety requirements are met throughout the delivery of the people and nature programme.
- Develop and maintain the partnerships needed to delivery Million Metres' people and nature programme.

- Investigate, develop and deliver Million Metres' broader events programme – including promotional and educational events, and fundraising events.
- Engage businesses to engage in the new people and nature experiential service offering to meet corporate planting day sales targets.
- Monitor, report, and communicate the successes (and challenges) of the people and nature programme, including:
 - Take feedback on planting and weeding days and activities from volunteers, businesses and project holders to adapt and improve the programme
 - Develop systems to track volunteers and ensure timely communication to engage them in planting and weeding events in their area and thank them for their efforts
 - Collect and collate information from planting days (number of participants, hours volunteering, number of trees planted, metres of waterway planted, etc.) to contribute to Million Metres and SBN reporting to businesses, funders and supporters
 - Work with Marketing and Communications lead to tell stories (written and video) about planting days and profile volunteers in Million Metres' newsletter, social media and other channels.
- Support the Million Metres team to connect volunteers to fundraising opportunities.
- There is a potential for this role to be involved in large-scale volunteer coordination via the Million Metres platform.
- Funding applications, administration, general reporting, and general support to the Million Metres team.
- Support the SBN team throughout the year with events and membership related tasks.

Skills required for doing this role well

This role requires someone who is an enthusiastic, positive, and well organised 'people' person. You will need to have excellent volunteer engagement and coordination skills. You will need to maintain great relationships and communication with volunteers (businesses and other), landowners and community groups.

You will also need to be able to work really well within a team, to communicate clearly, and work in a timely manner with other team members to meet timelines and targets.

To succeed in this role you will need:

- Event coordination and/or conservation-restoration experience
- A sense of urgency and high energy
- Initiative, drive and motivation
- Well-developed people and organisational skills
- Passion for working with volunteers
- Ability to travel and work on weekends to attend planting days (especially during the planting season)

Key skills sought:

- Experience in community engagement, volunteer management (communication, health and safety, etc.), event coordination and delivery
- Excellent communication skills (written, verbal, and presentation)
- Experienced use of Word, Excel, social media, and Eventbrite helpful
- Ability to present the programme to interested parties and engage them in Million Metres planting and weeding days, and/or working with Million Metres more generally (fundraising, etc.)
- Experience or interest in conservation restoration and sustainability (or equivalent)
- Understanding of and commitment to the health of New Zealand's fresh water and terrestrial ecosystems
- This role requires travel and work on weekends to attend and coordinate planting days across Aotearoa (especially during the planting season June-September). Most of the travel will be within driving distance (in the Auckland, Northland, Waikato and Bay of Plenty regions) but some air travel may be required (e.g. to Wellington, Canterbury, Otago, etc.).

KEY COMPETENCIES

Performance is reviewed at an initial three month check in, and then every six months to track against annual goals and targets. Staff are expected to perform strongly in the following areas and align with SBN's values:

We care passionately

The SBN crew cares about people, business and all creatures who share our planet. We respect diversity and support equality. We work with everyone who wants to make this world a better place. By doing this we tap into the best of the human spirit and create better solutions, which are positive, invigorating and fun. We care passionately about our country and want to look after the health of our people and the planet, both now and for the generations to come.

We're into transformation

Many of the systems we rely on for our collective health and wellbeing are under stress. Times are changing – and fast – so we need solutions that are resilient, flexible and for the long term. We believe urgent action, at speed and scale, is needed. We must rethink and redesign all of our systems so they are resilient, equitable and sustainable.

We do good stuff

We work with co-conspirators – our project partners and our members. Together we get more good stuff done. We innovate and test new and better ways of making the world a better place. We do this by modelling best practice here in NZ and through our own operations. We say what we will do. And we do it. Then we ask the rest of you to do it too.

We're collaborators

We believe that through collaboration and partnership we can tackle issues we can't solve on our own. By bringing together a diversity of skills and knowledge we can find new and better ways of doing business. Then we'll be able to spread and pollinate these solutions across NZ and to the world.

Compliance

Compliance with all Health and Safety procedures as defined by the Health and Safety Act. Compliance with all company policies and procedures. Any other duties as and when required by the employer.

The job description outlined while specific is not exhaustive. In the course of the employee's employment with SBN the employee shall carry out all tasks diligently, responsibly and with regard to the best interests of the employer.

The employee shall become properly familiar with, and follow all procedures of the employer as established from time to time. The employee shall observe in all respects the directions and instructions given by the employer, or those which may be properly given by an officer or employee of the employer having authority to give such directions or instructions to the employee.