



Sika Foundation Conservation Trust – Conservation Volunteer Co-ordinator

The Sika Foundation Conservation Trust (the 'Trust') is the Charitable vehicle of the Central North Island Sika Foundation (the 'Sika Foundation'). The Sika Foundation was formed in 2015 and incorporated in June 2016 with the vision of achieving ***"A healthy Sika hunting resource, thriving in resilient natural habitats, valued by Stakeholders"***.

The Trust was formed in 2021 to enable a range of charitable funding sources to be channelled into a variety of Sika, environmental, biodiversity and asset management programmes that support the purposes of the Sika Foundation. These programmes include (but are not limited to): sika herd data collection; implementing active management and monitoring of sika deer in areas where forest and deer health declines are apparent; management of predators impacting threatened species such as whio (blue duck) within the sika range; hut and track maintenance in areas used by sika hunters; and education about sustainable forest and sika hunting outcomes.

The Trust has a large volunteer team that supports these outcomes. In 2024, over 7,200 hours of volunteer effort was documented. The Trust has obligations to ensure this volunteer work is done safely and efficiently, and that all volunteer efforts are well communicated.

The Trust is seeking an experienced Volunteer Co-ordinator to support the Project Manager in the delivery of a number of Jobs for Nature and Sika Foundation specific outcomes over the next six (6) months. This position will co-ordinate the volunteer effort in helping deliver defined Sika Foundation conservation work programmes across Kaimanawa and Kaweka Forest Parks. The role will deliver specified Conservation Project outcomes, including:

- Co-ordination of trapping teams for each Project trap line service check
- Volunteer liaison, recruitment and retention including running the volunteer@sikafoundation.co.nz email & database system
- Health & Safety training/competencies/reporting for all volunteers
- Working with DOC Community Rangers to develop appropriate Community Agreements for all work undertaking by the Foundation, post January 2025
- Exploring further funding options
- Working with Key Partners (Volunteers, DOC, KAA, Helisika, Tauhara College, Poronui, Sponsors, etc) to maintain timely information flow and liaison

- Database management on the Trap NZ platform including training & ensuring data accuracy
- Co-ordinating threatened species programmes (eg., Whio, kiwi, bats, snails), including co-ordinating Avian Aversion Dog Training Events;
- Timely Media/Communications working with Sweet Orange Media on Sika Foundation social media around the volunteer programme
- Planning Annual/Biannual Volunteer 'Thank-You' Event(s)

This position is for a part-time role (15 hours per week) for a 6-month fixed term, based in the Taupo region. You would fulfil the role from home with a laptop and phone costs covered as part of the role. Mileage will be paid at IRD rates for any travel.

Ideally for this position you will have exceptional people management skills with a strong health and safety focus. The successful applicant will have:

- A formal qualification or equivalent experience related to people management and volunteer co-ordination.
- Understanding of and experience with hunting Sika in Central North Island beech forest;
- Experienced computer literacy using Microsoft office suite; GPS use and function; GIS mapping; databases; APP based platforms (eg., PCloud H&S systems; Trap NZ; Social media);
- Strong Health & Safety understanding and focus
- Excellent communication and leadership skills;
- A full class 1 drivers license;

The following are desirable but not essential:

- Understanding of the ecological and cultural landscape within the Kaimanawa and Kaweka Ranges;
- Knowledge of natural heritage (flora, fauna or ecosystem), asset management and/or conservation management would be an advantage;
- Understanding of and experience with predator management, including tools and approaches to predator trapping;
- Current first aid certificate;
- Experience with monitoring native species;

A clear pre-employment drug test and ongoing random testing will be a requirement.

Applications close at 5pm on Monday 10th June 2024. Please apply by emailing a CV and cover letter demonstrating how you meet the above position requirements to: info@sikafoundation.co.nz. For any enquiries, please contact Mike Clinch (Sika Foundation Business Manager and Trustee) on (027) 5577204 or mike@sikafoundation.co.nz