



## **Environment Centre Officer FAR NORTH ENVIRONMENT CENTRE**

### ***POSITION DESCRIPTION – July 2009***

- POSITION:** **Sustainable Living Activator**  
Part Time (approx 24 hours per week)  
Initial 12 month contract (Renewed subject to performance and funding)
- RESPONSIBLE FOR:** The delivery of the Sustainable Living Activation Programme
- RESPONSIBLE TO:** Trustees of Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust  
Environment Centre Co-ordinator
- LOCATION:** Kaitaia office, and travel with in Far North
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### **BACKGROUND:**

As an independent non-profit charitable trust the Far North Environment Centre mission is to initiate and promote projects that raise the awareness of, and enhance the environment of the Far North of New Zealand. We aim to provide environmental education in our community, protection of the environment and promotion of sustainability in our area. Our services, workshops and projects are designed to enable local communities, businesses and households to reduce consumption, make sound consumer choices and to develop life style practices which are sustainable.

An exciting and challenging position has been developed as Sustainable Living Activator at the Far North Environment Centre (Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust). We are looking for a friendly, enthusiastic person who has a great eye for detail, good time management and accuracy in their administration skills.

### **PURPOSE:**

As an education and action implementation project, the aim of the Sustainable Living Activation programme is to encourage and enable Far North households to progress on their sustainability journey. An initial face to face in-house sustainability appraisal with a programme Activator sets out to ascertain the household's current ecological footprint, covering areas of energy, waste, water, transport, and building. The appraisal format guides the household to make informed and practical voluntary changes in their lives to reduce their ecological impact. To assist on this journey, each participating household receives a tailored Sustainable Living Activation Pack and report. With the assistance of the Activator selected practical short and long-term sustainability goals are initiated and observed.

Principally funded through the Ministry for the Environment's Sustainable Management Fund, the Far North Environment Centre is contracted to carry out 200 Far North household sustainability assessments over a 12 month period.

### **GENERAL DUTIES:**

The successful applicant would be contracted to engage and deliver the Sustainable Living Activation programme to 200 Far North Households over a 12 month period. Contract remuneration would be based on per household that is adequately assessed and reported to. A full driving licence and access to a suitable

vehicle is required. An appropriate mileage cost per household visit is covered. However, the Environment Centre is committed to delivering the programme in the most sustainable manner.

Duties will include contributing to the planning and delivery of the Sustainable Living Activation programme, including:

**1. Administration**

- Take overall responsibility for the delivery of the Sustainable Living Activation programme
- Optimise the involvement of the volunteers
- Assist in writing proposals and report to funding agencies

**2. Household engagement**

- Enlist households onto programme
- Carry out household ecological footprint assessments
- Report to households their ecological footprint, and steps to improve sustainability
- Tailor Sustainable Living Activation Packs to each household's requirements

**3. Community Publicity**

- Communicate with community groups about the project and activities
- Lift and maintain a high profile for the Sustainable Living Activation programme and the Environment Centre through publicity, newspaper articles, radio and newsletters etc

**ATTRIBUTES AND SKILLS:**

- Work as part of the Environment Centre team
- Communicate well and have a good rapport with people
- Have a passionate commitment to the environment and sustainability
- Practical experience in community based projects and improving sustainability
- Be well organised with good management skills and strategic planning ability
- Have administration and computer skills including basic cash flow skills
- Demonstrate initiative and be able to lead by example
- Full driving licence

***This job description will be reviewed from time to time as the position and direction of the Sustainable Living Activation programme develops.***

**A written application including CV should be forwarded to:**

The Trustees  
Far North Environment Centre  
PO Box 503  
Kaitaia, 0441

Or emailed to [info@ecocentre.co.nz](mailto:info@ecocentre.co.nz)

For more information: 09 408 1086

**Closing Date: 4pm, Friday 24<sup>th</sup> July 2009**

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