

Position description

Position title: Ranger - Learning

Position type: Part-time permanent, Monday to Friday 9am-1pm

Location: Zealandia, 53 Waiapu Road, Karori

Supervisor: Team Lead Learning

Purpose of the role

The Ranger – Learning is responsible for delivering quality, innovative and engaging education content for the Zealandia Te Māra a Tāne learning programmes that provide pathways for the next generation of conservation-focused New Zealanders.

This role is part of the Learning Team (reporting to the Team Lead – Learning) and will be primarily responsible for day-to-day delivery of Zealandia Te Māra a Tāne in-valley and outreach learning programmes for ECE, schools, holidays programmes, community groups, families and other education providers. From time to time the person in this role will support delivery of other Zealandia tours as time allows.

The key responsibilities of this role are as follows:

- In-sanctuary delivery of Zealandia Te Māra a Tāne learning programmes.
- Outreach focused on our Nature at Your Place and related programmes.
- Other family or related tours as required.
- Embracing the appropriate and respectful use of tikanga Māori, te reo Māori and mātauranga Māori in the learning programme.

Like all members of staff at Zealandia Te Māra a Tāne, the person in this role will be expected to actively uphold the principles of Te Tiriti o Waitangi, maintain and promote exceptional health and safety, and support the maintenance of biosecurity in the sanctuary.

Organisation background

Zealandia Te Māra a Tāne is an organisation that cares for a 225-ha world class ecosanctuary in Wellington, New Zealand. We have a 500-year vision to restore a unique forested valley—Te Māra a Tāne. Zealandia’s first generation of restoration effort has resulted in flourishing forests and the establishment of many native species, from hihi to tuatara. Looking forward, Zealandia Te Māra a Tāne’s next generation is focused on [‘Living with Nature—Tiaki Taiao, Tiaki Tangata’](#). *“We connect people with our unique natural heritage, and inspire actions that transform how people live with nature in our cities, towns and beyond”*. This purpose is visible through our leading education, conservation, restoration and engagement activities.

Zealandia Te Māra a Tāne is a not-for-profit organisation, and its conservation, restoration and outreach work is made possible by an award-winning sustainable business model. Funding currently comes from visitors and tours, our café, memberships, grants, sponsorships and donations. Every role in the

organisation has some part to play in ensuring our 130,000+ visitors, 500+ volunteers and 15,000+ members are cared for and welcomed into the Zealandia Te Māra a Tāne community.

As an organisation we honour Te Tiriti o Waitangi and are on a journey towards learning how this plays out across our work as Tiriti partners. We accord value to te ao Māori (the Māori world), and support mana whenua to fulfil their role as kaitiaki. All staff are encouraged to build capacity and confidence across te ao Māori including te reo Māori me ōna tikanga, and Te Tiriti o Waitangi.

The Zealandia Te Māra a Tāne team

Zealandia Te Māra a Tāne is a medium size organisation, with around 100 people employed in different contexts. We have around 500 volunteers who support all our work. We pride ourselves on exceptional teamwork which is required from all staff, volunteers and members. The dynamic nature of Zealandia Te Māra a Tāne means it is an incredible place to extend and challenge yourself, have real on-ground outcomes for conservation and community engagement, and to be part of a successful team.

Zealandia Te Māra a Tāne is managed by the Karori Sanctuary Trust. To find out more please go to www.visitZealandia.com/

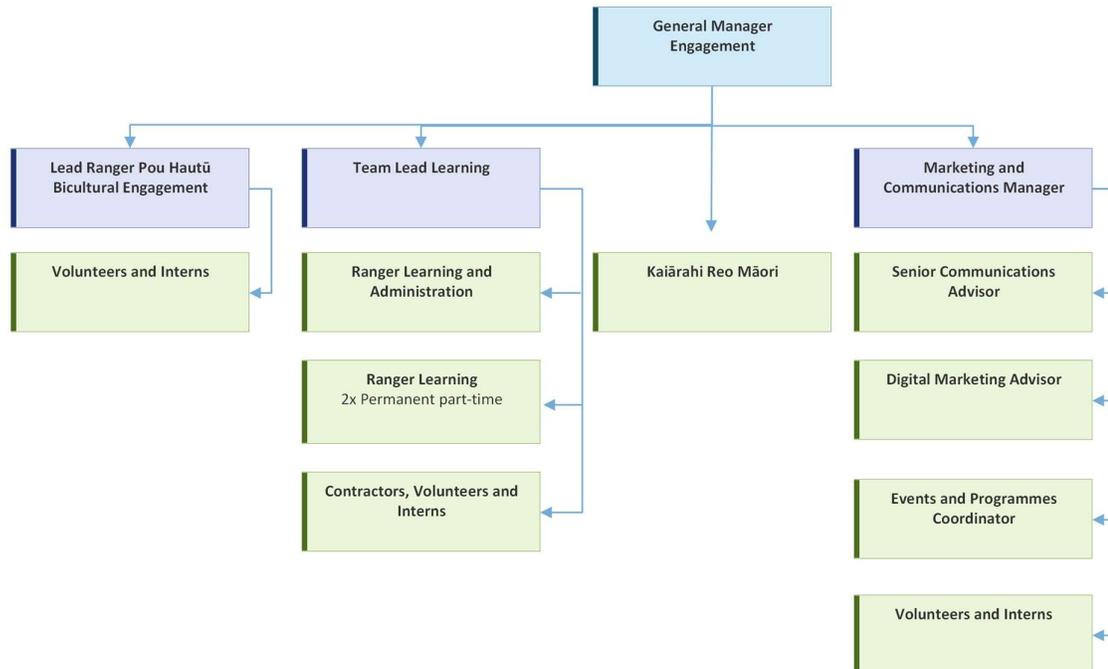
About this position description

As the work and priorities of Zealandia Te Māra a Tāne change over time, so will the requirements of each of its staff. As such, this document is not intended to represent the role that the occupant will perform in perpetuity. This position description is intended to provide an overall view of the role and responsibilities as at the date of approval. The specifics of the role will be reviewed on a regular basis and adjustments may be made to key responsibilities and accountabilities.

This position description details the minimum outcomes required for the position and for employment. Zealandia Te Māra a Tāne is a seven day per week operation. After-hours and weekend work will be required from time to time. A non-smoking policy is effective on sanctuary land, with the exception of a designated smoking area.

The Learning and Engagement team

The Learning team sits within a broader team called Learning and Engagement. The Learning and Engagement team's purpose is to actively engage with stakeholders and partners including mana whenua and tangata whenua, and visitors (including young people). The team is responsible for Zealandia's learning programmes, bicultural engagement, partnerships, marketing and communications, public programmes and visitor experience, as well as being fundamental to Zealandia's community engagement efforts.



Key responsibilities

1. Youth and Education programmes

- Help develop and deliver education programming for schools, kura kaupapa Māori, kohanga reo and ECE audiences (both in the sanctuary valley and outreach), youth groups (including school holiday programmes), and various other activity where appropriate.
- Lead and/or work as a team to co-facilitate our Rāngai Rangatahi programme for small group youth during school holidays.
- Maintain currency in Zealandia information, and conservation content.
- Arrange for external guest speakers and liase with internal teams to provide engaging programming for each day.
- Collect and prepare supplies, and work efficiently on targeted days during school term to prepare for the following holiday programme.
- Support or deliver other tours or public events as required during school holidays.
- Gather information and feedback from participants and prepare and deliver reports for funding partners and stakeholders
- Deliver outreach in consultation with teachers to match student needs in class learning.
- Create a welcoming environment for all ākonga/students.
- Work collectively as part of the team to ensure administrative responsibilities are completed to a high standard and within a timely manner.
- Support the development of Zealandia Te Māra a Tāne education programming and resources where needed.

2. Maintaining effective and efficient operations

- Arrive on time, for shifts, at least 30 minutes before learning sessions begin.
- Follow agreed session structures to ensure good coordination across the teams.
- Endeavour to understand and cater to the various needs of learners within groups.
- Participate in team meetings as required.

3. Mātauranga and te ao Māori

- Make an effort to learn appropriate pronunciation of te reo Māori and actively use it appropriately in learning sessions.
- Champion the appropriate and respectful use of te reo Māori, tikanga, and mātauranga Māori in the Learning team, and through learning programmes.
- Engage in training opportunities that support upskilling as required, particularly in tikanga and te reo Māori.
- Learn and deliver an appropriate welcome to students in te reo Māori.

4. Relationships

- Establish and nurture sound working relationships with all Zealandia Te Māra a Tāne staff, in particular Learning Team staff and volunteers.
- Establish and nurture good working relationships with other key stakeholders.
- Contribute to a positive people-focused team culture that contributes to the organisational culture.
- Maintain positive relationships with all people on learning programmes, including teachers, parents, and young people.
- Embrace Zealandia's policies on environmental consciousness and sustainability.

5. Health and Safety

- Maintain current working knowledge of evacuation procedures and other Health and Safety information/policies to care for any groups you are leading.
- Provide Health and Safety briefings as required at the beginning of learning sessions.
- All employees have a responsibility to work towards keeping a safe and healthy work environment by practising safe work methods, reporting hazards or incidents, identifying workplace hazards and using appropriate safety equipment.
- Adhere to Zealandia Te Māra a Tāne's code of conduct to support a healthy, safe and enjoyable work environment.
- Ensure health and safety is addressed in day-to-day activities for all staff, volunteers and visitors working in activities for all staff, volunteers and visitors working alongside.
- Maintain a current Working with Children Check, and follow all relevant working with children and vulnerable adult policies, and inform the Team Lead Learning of any issues.
- Ensure your workspace is a safe working environment through adherence to the Health and Safety at Work Act 2015 and implementation of Zealandia Te Māra a Tāne's policies on safety.
- Promptly address any responsibilities assigned to your area by the Health and Safety Officer (these responsibilities are noted above in Section 4, if applicable).

• **6. Biosecurity**

- Ensure all participants in Learning Programmes adhere to biosecurity protocols.
- We have a shared responsibility that the valley is maintained as an environment free of key animal and plant pests, allowing restoration progress to be made against the 500-year vision.
- All employees must take Zealandia Te Māra a Tāne's biosecurity seriously, so the risk of accidental introductions is minimised.
- Ensure all visitors and groups visiting with you adhere to biosecurity processes.

NOTE: the above responsibilities and expectations are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Key relationships

Internal:

- Team Lead - Learning
- Learning Team Members
- General Manager Engagement
- Learning and Engagement team
- Zealandia Te Marā a Tāne staff, Community Groups

External:

- Schools, kura kaupapa Māori, kohanga and education providers
- Teachers
- Students and learning programme
- Zealandia Te Māra a Tāne Members and visitors

Person specification

Qualifications and experience

The preferred candidate will:

- have experience in the informal or formal education sector, in cultural, conservation and/or environmental programming
- be a skilled and confident communicator, with strong relationship management skills
- have competent digital skills, including Excel, Outlook, web-based applications
- appreciate the dynamics of a not-for-profit organisation with limited resources and community needs, so is willing to roll up their sleeves and muck in
- be able to successfully complete Zealandia Working with Children and Vulnerable Adults checks
- have a full driver's licence.

Desirable experience:

- A tertiary qualification in education, science, or science communication, or other relevant discipline would be advantageous.
- The ability to speak some te reo Māori would be desirable.
- Understanding schools' processes and requirements

Personal attributes:

- Enjoys public speaking, presenting programmes and engaging young people to connect with nature.
- Excited to support the Learning team to inspire the next generation.
- Great attention to detail and the ability to work efficiently and effectively under time pressure.
- Team Player
- Personal presentation to high professional standard
- Excellent verbal and written communication skills.
- Positive, can-do attitude, energetic and results driven
- Good level of fitness
- Ability to develop creative yet practical solutions.
- Embraces learning and speaking Te Reo Māori.
- Able to work flexible hours (evenings and weekends) on some occasions.
- Passion for furthering Zealandia's Te Tiriti o Waitangi relationships with mana whenua and tangata whenua, and a keen interest in ensuring the sanctuary consciously, collaboratively, and continuously strives to honour expressions of Te ao Māori that include tikanga, te reo and mātauranga.

Current: March 2026