

Position description

Position title: Project Lead Te Taiao Collectives

Position type: Permanent up to 40 hours a week; potential for part time job share

Location: Zealandia, 2 Waiapu Road, Karori, Wellington

Supervisor: Chief Executive

Purpose of the role

The person in this role will spearhead the development and delivery of the Te Taiao Collectives initiative.

The Te Taiao Collectives is a shared learning forum for environmental collectives (organisations that connect multiple groups or projects) that enables leaders to gain new knowledge and share their own expertise. It connects leaders to one another through regular online and in-person meetings, enabling sharing of information and digital networking. The forum was piloted as part of the Biological Heritage Science Challenge and will now be hosted by Zealandia with funding from the Clare Foundation.

The Project Lead will be responsible for re-energising Te Taiao Collectives after a period of inactivity. They will bring new collective leaders into the initiative, lead a co-design process with collective leaders, design shared learning activities, facilitate meetings, and collate and write up knowledge shared. Over time, this role will shape the growth in impact of this Collective-based work.

When Te Taiao Collectives is flourishing, collective leaders from across the country will be learning from each other, forming their own connections, and sharing the knowledge and outputs generated with their wider networks.

This role will be supported by expert guidance and administration support. It will suit a person who is independent, loves connecting with people, and deeply believes in the power of collective action.

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 18,000+ members are cared for and welcomed into the Zealandia Te Māra a Tāne community.

As an organisation we honour Te Tiriti o Waitangi 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.

Key responsibilities

1. Development and delivery of the Te Taiao Collectives project

- Develop a workplan for the Te Taiao Collectives project in consultation with key stakeholders and advisors, with a focus on creating and fostering connections between people who lead collective environmental projects from across Aotearoa New Zealand.
- Co-design a shared learning programme for Collective leaders.

- Plan and enable the delivery of quality, engaging online wānanga, including by facilitating wānanga and bringing in external speakers where needed.
- Build relationships and maintain regular communication with collective leaders.
- Develop a small number of in-person wānanga for collective leads where necessary or special opportunities arise. On occasion, travel to support these wānanga.
- Create clear, effective communications including short written reports and visual communications that promote shared learning outcomes.
- Explore and trial options to 1) support connection and shared learning beyond wānanga and 2) communicate the work and perspectives of collectives to other stakeholders.
- Draw on administrative support from within Zealandia to support the Collectives work.
- Collaborate with the Zealandia Sanctuary to Sea lead, and other Zealandia team members where there are mutual benefits for the projects (e.g. targeted learning opportunities, other collective-based work)
- Measure engagement, adapt plans based on feedback and report on project outcomes.
- Communicate clearly and positively with a wide range of stakeholders.
- Collaborate with researchers where appropriate to further the goals of the Te Taiao Collectives project.

2. Te Tiriti o Waitangi partnerships

- Maintain and grow relationships with tangata whenua and mana whenua to reflect our responsibilities under Te Tiriti o Waitangi in our work.
- Actively seek opportunities to enhance the reflection of te ao Māori in our day-to-day work, and through the Te Taiao Collectives.
- Work alongside other key staff at Zealandia to support our wider efforts to support mana whenua and tangata whenua aspirations for Te Taiao.
- Be a part of strategic conversations that further mana whenua and tangata whenua interests for Te Taiao at Zealandia and beyond.

3. Health and Safety

- All Zealandia employees have a responsibility to work towards keeping a safe and healthy work environment by practising safe work methods, 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 within the Te Taiao Collectives areas.
- 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.

4. Biosecurity

- We have a shared responsibility that Zealandia Te Māra a Tāne 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:

- Chief Executive
- Administration support
- Strategic Leadership Team
- Project Lead Sanctuary to Sea
- Zealandia staff and volunteers

Department of Conservation, MPI, MfE

- Iwi, hāpū, whānau
- Taranaki Whānui ki te Ūpoko o te Ika
- Ngāti Toa Rangatira
- University staff, students and interns
- Suppliers and Contractors

External:

- Kiely McFarlane, Cawthron Institute
- Collective leaders from across the country
- Government agencies, such as

Person specification

Qualifications and experience

- A Bachelors degree or higher in the social sciences, environmental resource management, the biological sciences, or a related discipline is essential.
- Expertise/experience in some aspect of on-ground environmental work and/or environmental management in Aotearoa is necessary.
- Demonstrated ability to develop and manage complex, multi-stakeholder projects and integrated programmes.
- Training and/or an established track record of facilitating hui, wānanga, workshops and meetings and seek feedback and input from stakeholders.
- Evidence of, and experience in preparing high quality oral and written communication.
- Experience using online communication and engagement tools, such as Zoom, online whiteboards, social media and Google apps.
- The person will be eager to continue their learning of te reo Māori me ōna tikanga, and will eager to explore how this is applied when engaging in te taiao.
- Demonstrated ability to develop reciprocal relationships with mana whenua and tangata whenua.
- Demonstrated ability to develop and implement planned strategies to agreed standards, budgets and timelines
- Experience leading a team, and effective at bringing out the best in people.

Personal Attributes

The person in this role will be enthusiastic to make a difference for Te Taiao, environmental volunteers, community organisations. They will energetically engage others, work collaboratively and take opportunities as they arise.

- Able to maintain open lines of communication, harness the energy of others, and approach partners in a positive manner
- An effective relationship builder with an ability to relate well to a variety of people and cultures
- Strategic thinker
- Enthusiastic to make a difference for Te Taiao
- Team player, but able to work independently and with initiative
- Takes personal responsibility and is accountable
- Positive, can-do attitude, energetic and results driven
- Ability to develop creative and practical solutions

- Understands the dynamics of a not-for-profit organisation with a strong community foundation
- Able to work flexible hours or travel on the few occasions it might be required (evenings and weekends).

Current: September 2025