

## **JOB DESCRIPTION**

*(To be finalised upon appointment)*

<b>Position Title:</b>	Kai Rescue Coordinator
<b>Reports to:</b>	Operations Manager
<b>Hours:</b>	15 - 20 hours per week (some flexibility may be required)
<b>Term:</b>	Part-time (At least 4 days a week availability)
<b>Pay:</b>	\$26/hour

### **Context:**

The Nelson Environment Centre is an independent social enterprise that helps the Nelson Tasman community live more sustainably and reduce its impact on the environment. We're proud to have been serving our community since 1976.

Our mission is to provide practical leadership and advocacy to reduce waste to support our community to transition to a sustainable future.

Our key focus is to help people to reduce and rethink waste output, by providing positive options and education for Repair, ReUse, and Recycling. We achieve this through the operation of our three core programmes: Kai Rescue (a food rescue initiative that diverts surplus food from landfill and redirects it for redistribution by local charities to people in need); Electronic Waste Repair & Recycling; and the ReUse Shops & Recycle Centre.

We are committed to supporting the public and local businesses / organisations in sustainable practices. This includes consultation and advice on how to reduce waste output; the provision of information and resources; and community workshops on a variety of environmental topics.

With 25+ team members and 50+ volunteers across our organisation, our programmes provide tangible action-based solutions to the global environmental problems that we are facing.

Our operations are located:

- 6 Vivian Place – Nelson Environment Centre Head Office, ReUse Shops & E-Waste programme, located at the Nelson Waste Recovery Centre.

- 30 Trafalgar Street – Located in the car park off Trafalgar Park Lane, From this warehouse the Kai Rescue Programme collects, sorts and distributes approx. 160 tonnes of food per year.

The Kai Rescue Coordinator will work collaboratively with the Operations Manager and other team members (including volunteers and paid staff) to successfully maintain, and grow where appropriate, the operational activities run from our Kai Rescue site.

### **Skills and experience**

- Excellent written and communication skills.
- Strong organisational, management and relationship building skills.
- Team management and leadership skills.
- Ability to problem solve and prioritise tasks, including delegation of tasks and excellent time management skills.
- Computer skills - competence in Google Suite.
- Ability to operate within a budget.
- An understanding of the concept and philosophy of sustainability and a good working knowledge of environmental issues is desirable.
- NZ Driver's license.

### **Personal Attributes**

- A commitment and interest in environmental issues and the principles of sustainability.
- Enthusiasm and dedication.
- Self motivated and able to work independently.
- Strong people skills, able to interact with a wide range of people and groups.
- A willingness to work in an environment concerned with bringing about change and the flexibility needed to work in such an environment.
- Ability to think creatively alongside the technical and practical demands of the position.

### **Hours of Work and Term of Contract**

- The position is based on 15 hours per week, though initially and some weeks may require up to 20 hours. Flexibility is required regarding hours, to meet the needs of the programme, with that we support working from home and the Head office (Annesbrook).
- Hours and length of term of contract to be reviewed as additional funding is confirmed.
- Performance review to be conducted by the Operations Manager.

### **Job Purpose**

The Kai Rescue Coordinator is responsible for:

- leading the team to alleviate food poverty and reduce food waste in the Nelson area, through working with businesses and organisations and continuing the development of the food rescue service into a reputable and sustainable food rescue organization;
- managing and developing donor and recipient relationships
- leading and managing a team of approximately 25-30 volunteers alongside a couple of part-time drivers
- providing the first line of advice and support to members of the public requiring support for environmental queries and questions
- coordinating the Hapori Community Fruit and Veg box, including ordering from suppliers, managing operations and volunteers, and ensuring timely delivery to the distribution hub/s.

## **Primary Duties and Responsibilities**

### *Leadership*

*Lead and manage the Kai Rescue staff and day to day operations as per the strategic direction set by the Board of Trustees:-*

- Participate with the Board of Trustees and the Operations Manager in developing a vision and strategic plan to guide the Kai Rescue service.
- Lead new operational processes, policy making, and new developments for the Kai Rescue service.
- Manage staff and review and implement new structures, attend to any incident reports, performance reviews and disciplinary process when required, adapt a mentoring and coaching style towards Kai Rescue team members (volunteers and paid staff).
- Manage volunteers, implement structures for recruitment, training and motivation.
- Accurately monitor and report on Kai Rescue statistics, including the development of the Kai Rescue annual report.
- Keep the Operations Manager up to date, which includes monitoring and reporting on Kai Rescue activities and issues, and providing relevant information
- Identify, assess, and inform the Operations Manager of internal and external issues that affect the organisation
- Represent Kai Rescue at community activities to enhance the organisation's community profile
- *Operational planning and management*
- Work with the Operations Manager for ongoing development of the operational plan which incorporates goals and objectives that work towards the strategic direction of the Kai Rescue service

- Ensure that the operation of the organisation meets the expectations of its donors, recipient groups, volunteers, Board and Funders
- Oversee the efficient and effective day-to-day operation of the Kai Rescue service
- In collaboration with the Operations Manager, draft policies for the approval of the Board and prepare procedures to implement the organisational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, member, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Respond to donor/recipient queries/questions on relevant environmental-related issues of Kai Rescue either directly or by referring them to colleagues or the relevant source of further support.
- Work together with the Operations Manager on the health and safety for all individuals and organisations that volunteer, work and visit the premises.
- May be required to drive the van on occasion.

#### *Program planning and management*

- Oversee the planning, implementation and evaluation of the Kai Rescue programme.
- Ensure that the Kai Rescue programme contributes to the organisation's mission and reflects the priorities of the Board
- Monitor the day-to-day delivery of the Kai Rescue service to maintain or improve quality

#### *Human resources planning and management*

- Determine staffing requirements for organisational management and program delivery
- In collaboration with the Operations Manager, oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff and volunteers
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Ensure that all staff and volunteers receive an orientation to the organisation and that appropriate training is provided
- In collaboration with the Operations Manager, implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting annual performance reviews
- Coach and mentor staff and volunteers as appropriate to improve performance

#### *Financial planning and management*

- Work with the Operations Manager to prepare a comprehensive budget
- Support the Funding Coordinator and the Operations Manager to secure adequate funding for the operation of the Kai Rescue service
- Support the development of fundraising plans and funding proposals to increase the funds of the organisation
- Participate in other fundraising activities as appropriate

### *Community relations/advocacy*

Establish, maintain and foster relationships with stakeholders (food donors, food recipients, supporters, strategic relationships).

- Seek and build relationships with new food donors, new food recipient organisations, and any other strategic partners.
- Maintain relationships with food recipient organisations and monitor their food requirements.
- Network, build and maintain a public profile for the Kai Rescue service and its activities in liaison with the Communications

### *Risk management*

- Identify and evaluate the risks to the organisation's people (clients, staff, management, volunteers), property, finances, goodwill, and image, and implement measures to control risks

### **Functional Relationships/Interactions:**

#### **INTERNALLY**

1. NEC Board and Chairperson
2. NEC Chief Executive Officer
3. NEC Operations Manager
4. Kai Rescue Driver
5. Other NEC Staff (including Volunteer Coordinator)
6. Volunteers

#### **EXTERNALLY** (in coordination with the other managers as relevant)

1. Kai Rescue donors
2. Kai Rescue recipient groups
3. NEC and funders
4. Media representatives
5. NCC and TDC representatives
6. Community
7. Local Government elected representatives