

### Role Description and Specifications

<b>Role title:</b> Trust Manager (as service contractor)	
<b>Reports to:</b> The Rod Donald Trust Board Chair or Co-Chairs	<b>Location:</b> Christchurch

### Nature and Scope

Christchurch City Council founded Rod Donald Banks Peninsula Trust in 2010 as a charitable entity with an initial capital endowment to support sustainable management, conservation and recreation on Banks Peninsula. The Trust's strategic plan is to achieve maximum value and an enduring legacy through investing in projects that holistically deliver on four key pillars: Partnership, Access, Biodiversity and Knowledge.

<b>Partnership</b>	<b>Mahi Tahi:</b>	Partnership with others to achieve common goals
<b>Access</b>	<b>Wāhi Uru:</b>	Leadership for improved public walking and cycling access
<b>Biodiversity</b>	<b>Rerenga Rauropi:</b>	Support for enhancing biodiversity
<b>Knowledge</b>	<b>Mātauranga:</b>	Promotion of Knowledge

### Role Objective

To provide strategic, operational and project services as the Trust continues to develop its role and successes on the Peninsula by advancing the four key pillars, minimising its operational environmental footprint and generating sustainable income streams.

In addition to the management of day-to-day operations and project management from conception to completion, key challenges for this role are to build strategic capability from planning through to delivery while establishing durable partnerships with other Banks Peninsula and City organisations that minimise duplication of effort and investment.

### Key Responsibilities and Expected Deliverables

Key Responsibilities	Expected Results
<b>1 Strategic Management</b>	<ul style="list-style-type: none"> <li>Developing an effective and efficient process for the Trust's strategic and business plans</li> <li>Working with the Board in the development of strategic plans and establish annual targets and operational plans</li> <li>Developing a vision for the Trust and communicate regularly with the Board on evolving strategic issues</li> <li>Driving the implementation and achievement of strategic and annual plan objectives in conjunction with the Board</li> <li>Proactively identifying and presenting opportunities to Board for consideration and evaluation</li> </ul>

	<ul style="list-style-type: none"> <li>Establishing and ensuring the ongoing credibility of the Trust and keep the Board informed of any matters which may adversely affect the Trust's reputation, finances, public relations, staff morale or staff and public safety</li> </ul>
<b>2 Partnership Management</b>	<ul style="list-style-type: none"> <li>Building strong strategic partnerships with other Banks Peninsula groups and organisations to advance the four strategic pillars, minimise duplication and maximise the impact of Trust investments</li> <li>Advocating with relevant external organisations in support of Trust objectives and projects</li> <li>Establishing and maintaining links with media and Trust supporters to ensure a positive public relations profile</li> </ul>
<b>3 Project Management</b>	<ul style="list-style-type: none"> <li>Ensuring projects and programme time and resource are managed and delivered to deadline, scope, quality and approved budgets</li> <li>Leading the preparation and implementation of projects and procurement plans</li> <li>Ensuring each project applies the correct level of controls in line with established project methodologies and control frameworks in conjunction with the Trustees</li> <li>Effectively managing external service providers, consultants and contractors including civil works, fencing, Hut maintenance and pest control</li> </ul>
<b>4 Operations Management</b>	<ul style="list-style-type: none"> <li>Managing, controlling and coordinating day to day operational services including minor or routine projects</li> <li>Identifying and scoping early stage projects</li> <li>Management the privacy and security of Trust information and records</li> <li>Selling, distributing and maintaining the Trust's walking products – Banks Peninsula Walking Directory and walking brochures</li> <li>Managing the Rod Donald Hut (NB DOC manages bookings on behalf of Trust)</li> <li>Providing management guidance, task allocation and prioritisation to the work of the Trust Administrator.</li> <li>Managing the Trust's website, social media, Community and Stakeholder engagement and comms</li> </ul>
<b>5 Financial Management and Reporting</b>	<ul style="list-style-type: none"> <li>Issuing investment instructions to financial institutions as directed by the Board</li> <li>Attending to and preparing reports to meet all statutory requirements of the Board</li> <li>Overseeing and working with the Trust's Accountants</li> <li>Managing delivery, budgets and reporting on larger projects</li> <li>Ensuring the financial records in the Xero system are up to date and accurate</li> </ul>

	<ul style="list-style-type: none"> <li>• Overseeing preparation of Trust newsletters and the annual and half year report</li> <li>• Developing cashflow and financial forecasts</li> <li>• Preparing the Trust's files for audit and providing the Auditor with information requested in a timely manner</li> <li>• Taking responsibility for storing and managing the Trust's records, working with the Council to determine an appropriate archiving repository, advising the Trust on next steps to implementation and identifying associated costs</li> </ul>
<b>6 Event Management</b>	<ul style="list-style-type: none"> <li>• Arranging events such as the Banks Peninsula Walking Festival, sub-events within it and any other special events the Board determines to hold</li> <li>• Overseeing the work of any event Coordinator</li> <li>• Participating as an active member of any event Steering Committee</li> <li>• Coordinating and promoting planting and track cutting days</li> </ul>
<b>7 Meeting Facilitation</b>	<ul style="list-style-type: none"> <li>• Preparing Board and Portfolio meeting agendas in conjunction with the relevant Chairs</li> <li>• Preparing the management report with updates for all agenda items, ongoing and new projects or programmes, options and recommendations for progressing matters, proposed Trust resolutions for budgets and other commitments, financial report, Health and Safety matters</li> <li>• Circulating all of the above and all supporting documents to the Board for delivery by the weekend prior to the meeting</li> <li>• Providing meeting minutes within 3 working days of meetings</li> <li>• Arranging meeting venues and catering</li> <li>• Arranging and attending bi-monthly portfolio meetings, identifying topics for discussion and providing supporting information</li> <li>• Arranging Annual Strategic Planning meeting and carrying out strategic planning tasks as identified by the Board</li> </ul>
<b>8 Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensuring compliance with the Trust's Health and Safety Plan and Risk Management Policy.</li> <li>• Ensuring contractors HSE plans and their implementation meets or exceeds the Trust's requirements taking all practicable steps to ensure safe working</li> </ul>

### Relationships

**Internal:**

- Trust Administrator
- Trust Staff and Contractors
- Reporting to the Trust's Chair/s
- Trustees
- Volunteer network

**External:**

- Contractors and service providers
- Banks Peninsula landowners and Christchurch residents
- Banks Peninsula papatipu rūnanga Banks Peninsula community conservation and land care groups
- Sponsors, strategic partners and other funding agencies
- Canterbury Regional Council staff and elected representatives
- Christchurch City Council staff and elected representatives
- Department of Conservation staff
- Non-government organisations
- Manaaki Whenua – Landcare Research
- Canterbury businesses and business representative groups

### Limitation of Authority

Delegated authority as periodically reviewed by the Trust

### Person Specification

#### **Qualifications and Experience**

- Experience with conservation and/or recreation programmes
- Project and Contract Management experience, ideally in conservation, recreation and land use management
- Experience in management and resource planning over three to five year timeframes
- Current class 2 driver's licence

#### **Skills and Knowledge**

- Proven excellent communication skills (verbal and written) including in public, traditional and social media
- Proven excellent interpersonal skills with an ability to bring people together in support of a common cause
- Understanding of Māori protocols and Tikanga
- Financial management experience
- Intermediate skill with Microsoft office software and experience with Xero or similar software
- Knowledge and appreciation of Banks Peninsula ideally including local recreational, environmental, cultural, social and economic issues and opportunities, and how these link with national priorities
- Knowledge of or willingness to learn basic GIS and mapping skills
- Understands the role of governance

#### **Desirable attributes**

- Understanding of ecological restoration processes and recreation management
- Understanding of carbon credits, the Emissions Trading Scheme and how that links with regeneration

#### **Personal Attributes**

- Proven ability to build, maintain and enhance relationships
- Personal alignment with the principles of Te Tiriti o Waitangi
- Proven ability to convert concepts and strategies into completed successful projects
- Good physical fitness to be able to review current and proposed walking tracks across Banks Peninsula and regular maintenance visits to the Rod Donald Hut
- Relevant network connections across Banks Peninsula and Christchurch, including community groups, local and regional government, NGO sector, business community and potential philanthropic entities