



Avon-Heathcote Estuary Ihutai Trust (Estuary Trust)

Co-ordinator Task Description

1 September 2025

CO-ORDINATOR ROLE

This is a contract position based in Christchurch.

The contractor will be expected to offer a tender to manage the Estuary Trust's administration and community engagement activities.

Note that the contractor will be responsible for their own taxes and other levies. The contractor will provide their own mobile phone and vehicle and fuel. The Estuary Trust will provide a computer (laptop), printer, office space and basic office equipment (desk, chair, shelving).

Note also that the Estuary Trust relies on annual funding from various sources, funding cannot be guaranteed and therefore the actual tasks assigned to the contractor may be curtailed if funding is not available.

The contractor will be known as the "Co-ordinator" of the Trust's activities.

The following is a guide to the Estuary Trust's expectations.

WORKING HOURS

The contractor will set their own working hours, but the contract should be based on the following -

1. Maximum hours to be worked are 15 hours per week. It may be that some weeks take 18 hours and others less than 12 to make up 60 hours every 4 weeks. If funding is available, the contractor can expect to work for up to 46 weeks per year.
2. If extra hours are required to complete tasks, the contractor needs to request and provide valid reasons for an increase of hours from the Chair or delegated board member who will then decline or approve this request.
3. Actual hours (i.e. days of the week) can be decided between the Contractor and the Chair.
4. Payment will be made monthly to the contractor.
5. Any reimbursements for consumables such as stationary can only be made on presentation of a receipt.

REPORTING REQUIREMENTS

1. The Estuary Trust Chair or a delegated board member is the person the contractor is to report to on matters concerning performance of duties and the fulfilment of the contract.
2. The contractor will be required to provide an invoice plus detailed reports monthly to be approved and signed off by the Treasurer or delegated board member. The report needs to state hours worked, and tasks performed during these hours.
3. The contractor will arrange a performance appraisal meeting at the end of the agreed term of the contract (usually 12 months) with executive board members.

CONTRACT DURATION AND REMUNERATION

This contract for services will be based on an hourly rate excluding GST.

This contract will be valid for 12 months which, after a review, may be extended for another 12 months.

CO-ORDINATOR'S TASKS

COMMUNITY ENGAGEMENT TASKS INCLUDE -

- Arrange for venue, set dates, chair and take notes for the Community Engagement Team (members of the Trust Board) (3 x per year). Ensure that tasks are divided among the CE team members. Update after each meeting and distribute by email to CE members for comment.
- On request from board members approach guest speakers at Board meetings and book a date for their presentation.
- Be proactive in keeping up to date with estuary-related issues to alert the board members eg botulism outbreak, council plans for major changes, new like-minded NGO's, upcoming submissions required for council annual and long-term plans.
- Be proactive in the promotion of any event/meeting hosted by the Estuary Trust including message on facebook/website/media release/distribution of posters/emailing all members/emailing groups appropriate to the topic/reason for meeting e.g. residents' associations around the estuary/walking groups/service groups/schools etc.
- Be available to speak to community groups including schools, service groups, residents' associations, Community Boards etc but seek permission from the Chair before agreeing to speak to ensure justification of your time.
- Prepare posters/media release, newspaper articles for sign off by the Chair (or delegated board member) before distribution.
- Assist the Chair and Board Members with correspondence on request e.g. letters and correspondence.
- Be alert of new opportunities to engage with public e.g. events, speaker
- Coordinate the volunteer maintenance teams for Charlesworth, Thistledown, Bexley Park, McCormacks Bay and South New Brighton reserves including liaison with reserve owner representative (currently Robbie Hewson – CCC)
- Prepare funding applications (templates on file) to be approved by the Chair or Treasurer and then present to the full board for approval.
- On guidance/request from board members and /or CE members (with permission from the board members) prepare new display materials i.e. brochures/banners/posters
- Organise the annual Estuary Fest and chair the committee for this event.
- Organise the annual Farewell to the Godwit events and chair the committee for this event. The Trust is the lead organisation for the event and is supported by CCC Park Rangers Division, Southshore Res. Assoc, NZ Birds.

ADMINISTRATIVE TASKS INCLUDE -

- Replying to phone calls, emails, letters and enquiries from website and facebook
- Compiling list of all incoming and outgoing mail on the board meeting agenda for presentation at the monthly board meetings
- Update facebook pages (3) and website e.g., notices of upcoming events. Upload science reports as per instructed by board members
- Update the calendar of events monthly (enter new events and record number of attendance of previous events) and provide this calendar by email to all Trust Board members monthly with the managers' report.
- Maintain a detailed and systematic paper (folders provided) and electronic (folders in place) filing system.
- Maintain photo files on computer.

FINANCE TASKS INCLUDE -

- Banking all moneys received by the Trust (field guide sales, cash donations and Invoice payments) within 2 weeks of receiving this money. Post or email receipts to member or donator. Record on excel spreadsheet money deposited in detail e.g. donation column etc.
- Prepare monthly finance report on the board meeting agenda and email one week prior to a Trust Board meeting for sign off.
- Getting every invoice signed by Estuary Trust Treasurer before payment.
- Maintain finance excel spreadsheet on a weekly basis, deposits/payments and re-conciliate with bank statements.
- Assist the Treasurer in the preparation of required finance material for end of financial year accounting and auditing.
- Keep and file detailed records of payment made including Invoices.
- Payment of Invoices on monthly basis and within 3 days of a board meeting after approval for payment by the Board.

Note that the above tasks are usually done in liaison with the Estuary Trust Treasurer.

EVENT MANAGEMENT TASKS INCLUDE -

Organising two Estuary Trust public meetings each year (1- research reports and 2-AGM)