



Picton Dawn Chorus
Restoring our native birdlife together.

PHONE 03 928 4957 EMAIL admin@pictondawnchorus.nz
Picton Environment Centre, 14 Auckland Street, Picton

www.pictondawnchorus.nz

Project Leader for PDC Operational Plan - JOB DESCRIPTION

SCHEDULE

Start Date:

Position Title: Project Leader for Picton Dawn Chorus (PDC) Operational Plan

Reports To: PDC's General Manager (GM) (Pip Macfarlane)

Coordinates With: Bush Trapping Working Group, Volunteer Coordinator, Garden Trapping Coordinator and Communications Group

The services encompass the following job functions:

Implementation and maintenance of the PDC Operational Plan 2020-2025 ("OP") developed by Andrew Macalister. This is achieved by:

- Planning
 - working within the budgeted parameters established by the GM
 - mapping new trap lines and trap placement positions.
 - ensuring adequate trapping stock is available as required.
 - liaising, as necessary, with landowners within the designated OP area and obtaining suitable permissions and permits
 - sourcing suitable volunteers and contractors to carry out OP tasks
 - engaging with and supervising employees and contractors carrying out designated OP tasks
 - ensuring trapping volunteers and employees are suitably inducted and trained for OP work.
 - ensuring the trapping volunteers and contractors are aware of PDC's health and safety policy, and handling and reporting on any incidents or accidents.
 - ensuring a detailed history of the trapping results is maintained, allowing for the analysing of catch data.

- General
 - providing employment, training and supervision of trainee trapping and tracking cadets
 - arranging and leading monthly BTWG meetings
 - reporting each month to the GM.
 - participating in the annual review of the field health and safety policy.
 - attending to requests from other working groups for advice or support which are outside the normal duties as summarised above, and these are to come through the GM who will determine priorities.

Whakahou ngātahi tō tātau manu taketake.



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- providing advice or input as requested for grant applications and sponsorship opportunities.
- providing advice or input to communications activities including newsletters, social media, website, and public presentations and functions.
- assisting as requested in the compilation and maintenance of a fixed assets register.

Potential For Amendment: The parties acknowledge that this job description may be amended from time to time by mutual agreement, to reflect future PDC organisational change.