



Vacancy:	Administrator
Closing time / date:	12noon, Tuesday 3 December 2019

### Mission

“To work towards an increase in the number of yellow-eyed penguins on a self-sustaining basis within their natural coastal ecosystem”

### Key mission statements:

- 1. Conservation:** The Trust will work to protect and increase the number of yellow-eyed penguins and other coastal flora and fauna in both the marine and terrestrial environments.
- 2. Professionalism:** In every case the Trust will conduct its business in a professional manner, establishing and maintaining good relations with associated organisations and individuals.
- 3. Financial:** The Trust will practice prudent financial management and aim to maintain cash reserves sufficient to finance six months operational expenses.

### Vision Statements

1. YEPT will be demonstrably influential in promoting effective coastal conservation management in both the terrestrial and marine environment.
2. YEPT will be a good employer providing professional development pathways for staff.
3. YEPT will be able to demonstrate that its habitats are managed according to best-evidence principles.
4. YEPT will be an exemplary ENGO collaboratively obtaining optimum conservation outcomes based on a combination of good science and best-practice management.

### What we do

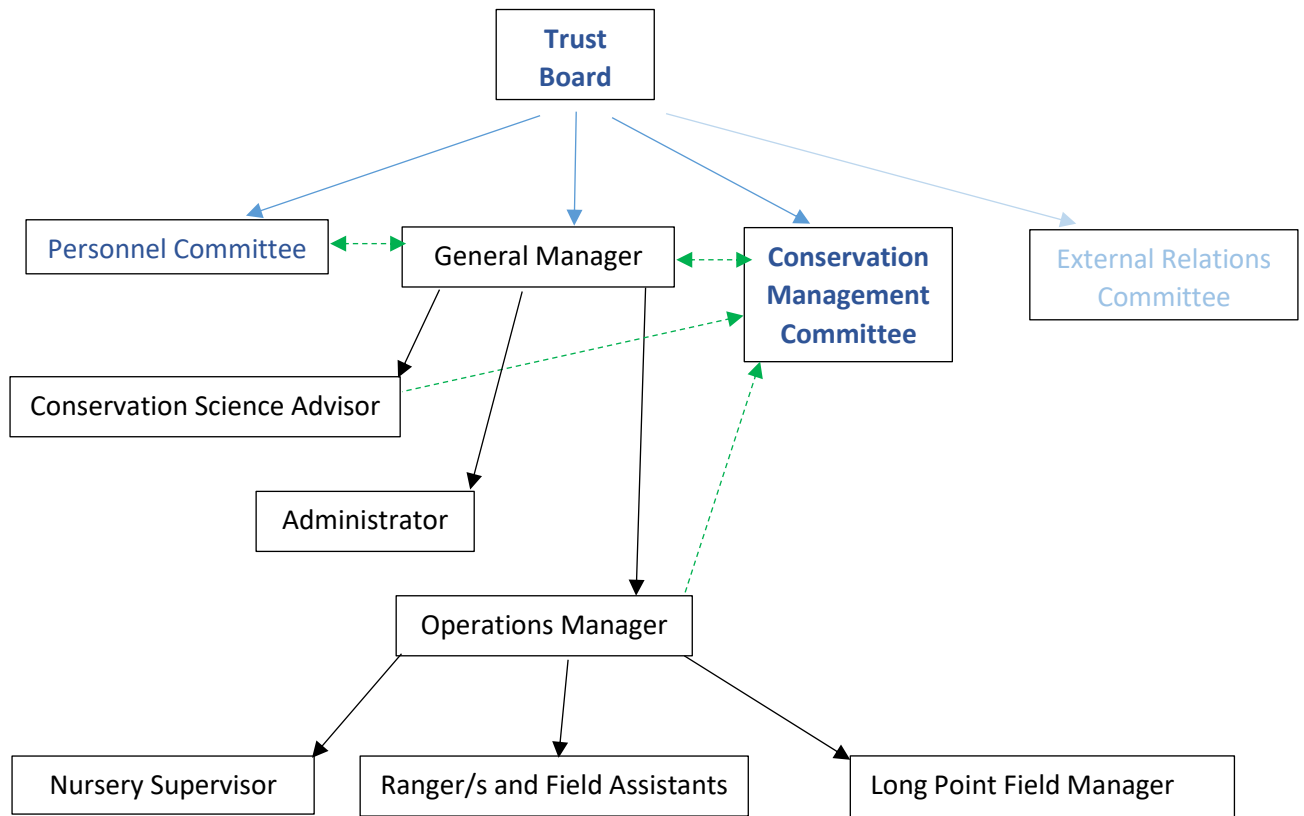
The Trust’s conservation strategy is aligned closely with the Department of Conservation’s recovery plan for yellow-eyed penguins/hoiho. We are minimizing mortality associated with introduced mammalian predators and recreating high quality breeding habitats, using thousands of plants grown in the Trust’s nursery. We pursue these essential tasks in our own reserves and elsewhere. The work is complemented extensively by education and awareness activities.

The Yellow-eyed Penguin Trust, founded in 1987, is New Zealand’s leading authority on yellow-eyed penguins and their conservation. We are New Zealand’s first single-species conservation trust.

## Yellow-eyed penguins / hoiho / *Megadyptes antipodes*

Hoiho are unique to New Zealand, their natural range extends from Banks Peninsula to the subantarctic Auckland and Campbell Islands. The International Union for the Conservation of Nature and Natural Resources (IUCN) ranks the birds as *endangered* owing to their restricted range, extinction pressures in their marine and terrestrial environments, and their extreme fluctuations in numbers.

### Structure



### About the Team

The Trust Board has the capacity of up to 15 persons. It has two main sub-committees; the Conservation Management Committee which oversees all the field operations, and the External Relations Committee although this committee is currently in recess.

The staff team is managed by the General Manager as representative of the Trust Board. There are weekly staff meetings each Tuesday providing an opportunity to discuss work plans and catch-up on what is generally happening for each staff person and the Trust in general.

## **Location**

The Trust's work covers the geographic range of the yellow-eyed penguin which is from Banks Peninsula south along the eastern coast of the South Island, Stewart Island and the sub-Antarctic Auckland and Campbell Islands.

The Trust's office is based in John Wickliffe House in Central Dunedin, and the plant nursery is based at Company Bay on the Otago Peninsula.

This position will be based out of the Trust's Office, Level 1, John Wickliffe House, 265 Princes Street, Dunedin.

## **About the Role**

This position is funded from Trust donations, and as such, like all positions at the Trust, is offered on a 12-month renewable contract based on funds available.

Please see the attached role description for details of this position.

## **Pre-Employment Background Checks**

Should you be shortlisted for this position, your referees will be asked to comment on your suitability for this position.

The Trust retains the right to carry out random drug testing, and may request the applicant to provide any criminal conviction history, and undergo police vetting.

## **How to apply**

Please submit the completed Application form, covering letter, and CV detailing your competence for this position as outlined in the detailed role description.

## **Closing date**

Applications will be received up to **12noon on Tuesday 3 December 2019**, applications will be considered immediately upon receipt.

Please email applications to the General Manager on [sue@yeptrust.org.nz](mailto:sue@yeptrust.org.nz) or post to her at Yellow-eyed Penguin Trust, P O Box 724, Dunedin 9054 marking the envelope 'Confidential'.