

Yellow-eyed Penguin Trust - Position Description



Position	General Manager / Kaiwhakarite Matua
Reports to	The General Manger reports to the Trust Board through the Chair and through the delivery of monthly written and oral reports to the Board summarizing funding, relationships, activities, and anything else relevant to the governance of the Trust.
Location	Dunedin, Otago
Role type	Permanent, Full time (40 hours per week), some flexibility in working hours may be available
Direct Reports	Operations Manager, Conservation Science Advisor and Administrator
Staff	There are currently 9 employees, including the General Manager
Key relationships	YEPT staff, trustees, contractors, and volunteers; funders; Department of Conservation / Te Papa Atawhai; Te Rūnanga o Ngāi Tahu and Papatipu rūnaka in the hoiho rohe; Fisheries New Zealand / Tini a Tangaroa; Mainland Brand
Budget Delegations	The General Manager has delegated authority as set by the Trust Board.
Salary Band	Remuneration commensurate with the responsibilities of the role within the Not-for-Profit charity sector.
Start date	September 2023

PURPOSE OF THE ROLE

The General Manager works under the direction of the Yellow-eyed Penguin Trust (YEPT) Board to provide high-quality governance support and to provide overall management of the Trust's finances, human resources, and business service advice. The General Manager works alongside the other staff members, and undertakes activities and tasks that ensures:

- the strategic plan is adhered to and achieved,
- funding for hoiho conservation is secure and sustainable,
- key relationships are developed and maintained, and
- staff are supported with the various aspects of their operation.

This role requires a person who is an inspiring and motivating leader with proven ability to develop and lead delivery of our strategy to focus YEPT's conservation actions in the most effective way.

MAIN TASKS AND RESPONSIBILITIES

AREA OF RESPONSIBILITY:	EVIDENCED THROUGH:
Supports the Trust Board in governance, including but not limited to:	<ul style="list-style-type: none"> • Guides and supports the Board to ensure good functioning governance. • Works with the Board Chair in the appointment of Trust Board members. • Provides an Annual Workplan for the Trust Board. • Proactively manages the prioritisation of the organisation’s work in response to changing requirements and any updates to plans. • Develops robust financial, risk, assurance and compliance monitoring and reporting to the Board. • Develops and writes policies and procedures and ensures they are up to date. • Represents YEPT on the Hoiho Governance Group. • Ensures YEPT’s brand remains held in high regard.
Manages the Operations of YEPT as required, including but not limited to:	<ul style="list-style-type: none"> • Provides strategic leadership to YEPT employees, volunteers’ and contractors. • Guides and leads YEPT staff in the delivery of the conservation programmes for both hoiho and their habitats. • Ensures organisational capability is aligned to the annual workplans, Strategic Plan and the strategy for hoiho recovery Te Kaweka Takohaka mō te Hoiho. • Fosters a strong team culture and values, including trust and transparency. • Oversees staff recruitment and performance management including conducting annual performance reviews. • Manages all aspects of payroll, recruitment and employment contracts, and any other HR duties. • Works effectively with staff to utilise and develop their own skills. • Maintains excellent communications, both oral and written. • Fosters a high performance and collaborative working environment both internally and with any external stakeholders. • Maintains YEPTS reputation as a competent, capable and effective organisation. • Develops and maintains comprehensive organisational policies, processes and assurance controls across all work systems and activities. • Ensures an effective and robust health and safety culture and programme for staff, contractors, and volunteers. Including establishing and maintaining reporting mechanisms enabling the Board and other officers to discharge their due diligence activities responsibly and in alignment with the Health & Safety at Work Act 2015. • Manages the YEPT Dunedin Office facilities and other sites to ensure they present a professional and welcoming environment and are fit for purpose.

<p>Maintains and builds key relationships including, but not limited to:</p>	<ul style="list-style-type: none"> • Treaty partners (Department of Conservation Te Papa Atwahai and Ngāi Tahu) • Fisheries New Zealand Tini te Tangaroa • Papatipu rūnaka • Funders and corporate sponsors, including YEPT's founding sponsor the Mainland Brand owned by Fonterra Brands NZ Ltd • Volunteers • Local and regional councils across the South Island and Stewart Island / Rakiura • Veterinary and Wildlife Rehabilitation groups (or individuals) e.g. Wildlife Hospital Dunedin, Penguin Place, Penguin Rescue • Conservation or Environmental Groups e.g. Forest and Bird, Otago Peninsula Biodiversity Group, STOP • Community Groups e.g. service and social clubs • Relevant local and central Government Departments • Ministers of Conservation • Researchers and research institutions • Trust members • Media
<p>Secures sustainable funding, including but not limited to:</p>	<ul style="list-style-type: none"> • Grant funding for operational costs, projects, and capital costs if required • Corporate sponsorships and partnerships • Large donations and bequests • Public fundraising events • Any other opportunities for revenue generation • Maintain the YEPT membership • Accountability reporting to all funders
<p>Manages the finances and financial reporting, including but not limited to:</p>	<ul style="list-style-type: none"> • Provides monthly financial statements, budgets, and reports for consideration by the Trust Board • Oversees monthly board meeting administration and preparation • Provides accountability reports to grantors and funders in a timely and accurate manner • Ensures YEPT remains viable through the effective management of financial resources including cash flow management and financial reporting • Co-ordinates, advises on, and monitors all daily and monthly expenditure, including project budgets • Ensures that the annual accounts are prepared and audited. • Reports against strategic goals and objectives
<p>Acts as the main point of contact & spokesperson for the Trust, including but not limited to:</p>	<ul style="list-style-type: none"> • All forms of media • All funders including large donors • Presentations • Advocacy • Overall Health & Safety manager
<p>Ensures the Trust is compliant, including but not limited to:</p>	<ul style="list-style-type: none"> • Ensures that the organisation fulfils its statutory obligations. • Ensures the Trust is compliant with the Charities Commission, cultural protocols, best practices, Treaty of Waitangi / Te Tiriti o Waitangi, wildlife permit, Health & Safety practices, and any other obligations. • Maintains and reports to the Board, the compliance check list.

PERSON SPECIFICATION:

The General Manager will have proven experience in the following areas:

Qualification and Experience:	<ul style="list-style-type: none">• Experience leading and managing an equivalent scale organisation preferably in a similar sector environment.• Expert working knowledge and proven experience of fundraising is essential.• Experience managing significant budgets with strong financial management, analytical and reporting skills is essential.• Experience of strategy development and implementation.
Key Competencies:	<ul style="list-style-type: none">• <i>Conservation:</i> is passionate about New Zealand wildlife and values the principals of conservation and the people working to protect our natural biodiversity.• <i>Governance and management experience:</i> has worked with Boards, understands governance, best practice organisational management systems and processes. Shows a commitment to financial and operational transparency.• <i>Leadership:</i> displays an ability to passionately and professionally motivate, lead and empower others to achieve high standards of organisational performance. Builds credibility, trust, and respect for YEPT at both an organisational and a personal level. Able to inspire and manage a team of staff and volunteers.• <i>Strategic Thinker:</i> strong conceptual and critical thinker who is capable of understanding a complex and changing environment and has a nimble approach to these changes. A proven ability to distil and formulate practical strategies and plans.• <i>Financial Management and Fundraising:</i> strong understanding of the process and nature of attracting and maintaining funding partners to achieve the Trust's objectives and able to manage financial systems and processes.• <i>Relationship Management:</i> develops strategic relationships ranging from alliances to collaborative partnerships and understands the critical importance of building successful relationships to further the Trust's goals.• <i>Communication:</i> an effective communicator, both written and verbal, and an effective listener. An experienced public speaker.• <i>Interpersonal Skills:</i> displays high levels of self-awareness and outstanding communication skills. Displays honesty, integrity, and a strong sense of ethics in all actions and decisions. Continually seeks to learn and improve.• <i>Personal Attributes:</i> "can do" common sense approach, able to work autonomously and use common sense. Ability to multitask, think outside the square and be innovative. Is confident with high emotional intelligence and nimble to cope with emerging issues.

Treaty of Waitangi / Te Tiriti o Waitangi	<ul style="list-style-type: none">• The Trust upholds the values and requirements of the Treaty of Waitangi / Te Tiriti o Waitangi. A basic working knowledge and understanding of the Treaty is essential.• This position requires some familiarity with Te Ao Māori including, for example Te Reo Māori, tikanga and waiata. A person holding the position who does not already have an appropriate level of competence and knowledge will be required and supported to develop them.
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HOW TO APPLY

See 'New Applicant Information Sheet'

Applications close **12 noon Friday 31 March 2023.**
