



Description of Services Required

Manager, the Backcountry Trust [12 month contract]

The Backcountry Trust – context and background

The Backcountry Trust (the Trust) [was recently formed](#) to continue the work begun by the [Outdoor Recreation Consortium](#). This umbrella group of Federated Mountain Clubs, New Zealand Deerstalkers' Association and Trail Fund NZ has been the recipient of Department of Conservation funding to facilitate and empower volunteer-led maintenance and upgrade of huts and tracks on public conservation land. The Trust has been established to provide a centralised structure to continue to support and facilitate this work.

The foundation Trustees are Craig Benbow (Chair), Geoff Spearpoint (Vice-Chair), Bill O'Leary, Nessa Lynch, Peter Wilson and Guy Wynn-Williams.

The administration and management of the Trust's activities is currently being provided by Federated Mountain Clubs' personnel, but this arrangement will cease from 1 March 2018.

The Trust does not have a physical office presence.

The Role

We seek a contractor for a 12-month period commencing on 1 February 2018. The person will be paid on a contract for services basis and will work remotely from their own home or office.

It is envisaged that the service required should equate to an average of 20 hours per week, but workload is likely to be unevenly distributed at some times of the year, e.g. around grant application closing dates.

As the person will regularly be communicating with volunteer communities, some evening and weekend availability will be required

The contract figure to be \$30,000 (exc GST) paid in 12 equal instalments at end of each month.

There will not be reimbursement for incidental expenses, however where attendance at Trust meetings is required, expenses will be reimbursed in line with Trust policy.

Description of Services Required

A full contract for services will be agreed with the person, but this is an overview of the services required:

Relationships and Capability-building

- Maintaining and developing relationships and lines of communication with Department of Conservation staff, particularly at the Operations Manager and Ranger level.
- Connecting interested people together, e.g. through regional workshops and working with Department of Conservation staff to build on existing models and liaising with partner and other organisations to broaden volunteer pool and support.
- Being the first point of contact for the Trust in regards to any funding or development opportunities that may arise.

Co-ordination/Administration of Grants Process

Services involved include:

- Form/application process creation/publication.
- Promotion and reminders.
- Application collection and follow-up of omissions.
- Notification of outcome.
- Managing of expense claims
- Ongoing facilitation/support of projects and record keeping as needed.
- Working with project to ensure Department of Conservation approval.
- Connecting projects to mentors/experts.
- Collecting necessary statistics, photos and reports.
- Organising volunteer recognition.
- Checking invoices/expense claims and setting-up payments.

Communication of Activities and Opportunities

- Website and social media content creation and posting.
- Community development work/support through the use of hutsandtracks.org.nz.
- External media content creation.

Meeting Administration

- Organisation and minute taking of Trust meetings
- Creation, printing and distribution of Annual Report

Skills and Attributes

- A strong commitment to the Trust's kaupapa of volunteer-led care of tracks and huts on public conservation land, and of the preservation of backcountry heritage.
- A knowledge of backcountry huts and tracks would be desirable.
- Connections in the New Zealand outdoor community.
- Knowledge of Department of Conservation processes and policy or equivalent experience.
- Flexibility, integrity and ability to work with a degree of independence and initiative.

- Proficiency, or an ability to quickly become proficient in, e-mail, social media channels and website management, database management, Xero collaborative working tools such as G-suite and Trello.