



Coromandel Independent Living Trust

TE ROOPUU WHAIORA

Job Description

Position:	Te Puāwai Coordinator
Type:	Environmental Initiatives
Role Purpose:	The Te Puāwai Coordinator is responsible for the overall management and operation of Te Puāwai, including the native plant nursery and māra kai. This role involves growing and maintaining native plants and kai, sourcing seeds, coordinating staff and volunteers, facilitating community activities and wānanga, overseeing the sale and distribution of plants, and building strong relationships with iwi, schools, and other community partners.
Reporting to:	Operations Coordinator

Background

CILT was formed in 1994 with an initial focus on providing services for people with disabilities. Since then, CILT has evolved and grown into a broad-based community and social service provider and has become an integral and valued organisation serving the Upper Coromandel. CILT is a well-established and innovative charitable trust aimed at strengthening our community and enhancing the wellbeing of all people who live here. We provide a diverse and flexible range of projects and programmes including social housing, whānau support services, disability services, social enterprise, education and environmental initiatives.

Our Vision: A community where all people are empowered to reach their full potential.

Our Purpose: To work collectively to strengthen our community in response to need.

Our Values: Whakawhanaungatanga, respectful relationships. Kaitiakitanga, our obligations. Manaakitanga, care for all people.

Key Tasks

- Manage the daily operations of Te Puāwai, including the native plant nursery and māra kai.
- Grow, care for, and maintain native plants and kai, following the maramataka and local kai-growing practices.
- Care for the chickens and ensure they are fed and well looked after.
- Source seeds and cuttings, following eco-sourcing best practices, and save/store seeds.
- Germinate a continuous stream of seedlings for the māra and community distribution.
- Maintain plant and harvest records, stock lists, and pricing; sell nursery plants and liaise with customers; supply The Bizarre and The Goldmine with native plants for sale.
- Plan, maintain, and develop nursery and māra infrastructure, tools, and equipment.
- Coordinate and support staff, volunteers, and community participants; facilitate wānanga and other community activities.
- Harvest kai each work day and supply to the pātaka kai and the food bank and assist with canning and preserving.
- Build and maintain strong relationships with iwi, schools, social services, and local organisations to support learning, community engagement, and environmental initiatives.
- Support funding processes by assisting with applications and reporting.
- Follow health, safety, and risk assessment procedures.
- Perform any other reasonable tasks as requested by management.

Ideal Person Specifications	
Skills and Attributes	<ul style="list-style-type: none"> • Acts with integrity and aligns with CILT's values. • Knowledge of native plants, horticulture, māra kai, and animal care. • Experience coordinating staff, volunteers, and community participants. • Strong organisational, planning, and record-keeping skills. • Good communication and relationship-building skills. • Understanding of health, safety, and risk management. • Passion for sustainability, community engagement, and environmental projects. • Flexible, collaborative, and able to work independently.
Other	<ul style="list-style-type: none"> • An MOJ check/police vet. • Culturally sensitive, committed to multi-culturalism and possessing an understanding of, and a commitment to the articles of Te Tiriti o Waitangi/Treaty of Waitangi.

Core Competencies	
Area	Outcome
Operations	<ul style="list-style-type: none"> • Native plants, kai, and chickens are well cared for and maintained. • Kai is harvested regularly and supplied to the pātaka kai and food bank, including preserving where required. • Plant, stock, and seed records are accurate and up to date, and plant sales and distribution are managed effectively. • Te Puāwai spaces, infrastructure, tools, and equipment are maintained and fit for purpose. • Daily operations are well planned and organised to meet programme, community, and funding requirements.
Leadership	<ul style="list-style-type: none"> • Staff, volunteers, and community participants are well supported and effectively coordinated. • A positive, collaborative, and inclusive work environment is maintained. • Learning, skill development, and personal growth in others is encouraged. • Organisational values are modelled, with high standards of professionalism and performance demonstrated. • Decisions are made confidently, with initiative and accountability shown in leadership responsibilities.
Self Management	<ul style="list-style-type: none"> • Manages own workload and time effectively. • Demonstrates reliability, accountability, and professionalism in all aspects of work. • Adapts to changing priorities and shows initiative in completing tasks. • Takes responsibility for personal development and applies learning to improve performance. • Meets attendance, punctuality, and other basic job expectations consistently.
Relationship Management	<ul style="list-style-type: none"> • Participates as an active team member and contributes knowledge and expertise to other areas of CILT. • Develops and maintains effective working relationships with all CILT staff. • Builds and maintains purposeful relationships and partnership with external stakeholders, including local and central government, iwi, hapu, funders and other social service agencies. • Represents CILT views and protects the organisation's reputation during any external interactions. • Models positive behaviours and the values of CILT and encourages others to do so.
Cultural Commitment	<ul style="list-style-type: none"> • Displays a demonstrated understanding of te ao Māori including appreciation of matauranga Māori, tikanga Māori and te reo Māori. • Recognises, understands and embeds the principles of Te Tiriti o Waitangi and how these relate to the work that CILT is doing. • Participates in ongoing training and development in relation to Te Tiriti and te ao Māori.
Health & Safety	<ul style="list-style-type: none"> • Complies with all CILT H&S policies, procedures. • Reports all incidents/accidents in a timely manner. • Is involved in health and safety through participation. • Ensures own and others safety at all times. • Displays commitment through supporting safety and wellbeing initiatives.

Policies & Procedures	<ul style="list-style-type: none">● Adheres to all CILT policies and procedures relevant to the role.● Seeks clarification when unsure about any policy or procedure.
Conduct	<ul style="list-style-type: none">● Adheres to the CILT Code of Ethics.● Adheres to the CILT Code of Conduct.

I agree with the duties and responsibilities of the position as reflected in this job description. The Employer reserves the right to amend this job description after discussions and agreement in writing with you.

Name:

Signed:

Date:

