



Kotahitanga Mō Te Taiao Alliance Administrator – Expressions of Interest

Background

[Kotahitanga mō te Taiao](#) is an alliance comprised of all the Councils and all the iwi in the top of the South Island (Te Taihū and northern Buller/Kawatiri), and key Government agencies including the Department of Conservation, the Ministry for the Environment and Fisheries New Zealand. Our focus is on landscape-scale conservation and restoration projects across the 3.4M hectares of terrestrial, freshwater and marine areas in the top of the South Island that deliver environmental, social, economic, and cultural benefits.

The KMTT Alliance has recently published its ambitious [Strategy Implementation Pathway Plan](#) to give effect to the [KMTT Strategy](#). KMTT operates in partnership with The Nature Conservancy Aotearoa New Zealand.

[The Nature Conservancy](#) is a global, non-profit environmental organisation and has been operating in New Zealand (as TNC New Zealand Trust) since 2018. TNC has offices across 79 countries and territories around the world. Our mission is to conserve the lands and waters on which all life depends. Our vision is a world where the diversity of life thrives, and people act to conserve nature for its own sake and its ability to fulfil our needs and enrich our lives.

[The Nature Conservancy Aotearoa New Zealand](#) (TNC) is the New Zealand arm of the global organisation. TNC is supporting the Kotahitanga mō te Taiao Alliance including hosting the KMTT Programme Management Office.

Opportunity

The Kotahitanga mō te Taiao Alliance (KMTT) is seeking an independent contractor to provide professional administrative services for the KMTT Governance body. This contract is for a fixed term of work, commencing **1st March 2025** and concluding **28 February 2026**. There will be a review during the period to ensure the contract remains fit for purpose.

The contract's focus is on administrative duties to support the KMTT Governance body, with engagement hours around the times of the KMTT Governance meetings, viz; March (in person), May (online), August (in person) and November (online) 2025.

The anticipated scope of work will be approximately **20 hours per online meeting, and 40 hours per in person meeting**, for a total of approximately 120 hours over the above period. The hourly rate of compensation offered is **\$48 per hour (plus GST if applicable)**, all overheads inclusive except with additional budget available to cover travel costs when required. The role will report to the KMTT Programme Manager.



Kotahitanga mō te Taiao



The successful contractor can be based in Buller, Tasman, Nelson or Marlborough

Role Responsibilities

As KMTT Administrator, you will provide a vital role in ensuring the smooth functioning of the KMTT Governance body within the KMTT Programme Management Office.

Key tasks:

1. Maintain Governance, Projects and other relevant databases
2. Maintain Governance information in online filing system
3. Liaise with KMTT PMO to seek papers for Governance meeting
4. Work with Co-Chairs and Programme Manager to prepare and distribute Governance agenda pack 1 week ahead of meeting
5. Receive any apologies
6. Attend Governance meeting and manage any technical support, including digital recordings and/or presentations
7. Take minutes at meeting, and circulate to Co-Chairs and PM 1 week following meeting
8. Finalise minutes for distribution
9. For in person meetings, liaise with host agency to ensure appropriate venue, catering, and any budgeting or logistics support
10. Travel to in person meetings (mileage can be negotiated if shared transport is unavailable)

Ideal Qualifications

We are seeking an individual with the following experience and skills:

- Experience in providing secretariat support for governance agencies
- Experience with online software programmes, including MS Word, Excel, and cloud storage systems
- High degree of accuracy and attention to detail
- Highly organised and able to be flexible

Expressions of Interest

Your Expression of Interest should include a description of relevant experience, and availability for the role's specified timeframe and hours.

The contractor could be an entity, but must identify the individual who would be undertaking the work, and submit the proposal in accordance with the experience of the relevant individual.

Proposals should be one page or less, excluding supplemental materials (such as a CV) submitted by close of business on **25th February 2025** by emailing the KMTT Programme Manager, Debs Martin at debs.martin@tnc.org