

Job Description - General Manager

West Waikato Coastal Community Catchment Group

Position Title: General Manager

Location: West Waikato Coastal catchment group encompasses the Coastal area bordering the Tasman Sea from North of Whaingaroa Harbour (currently excluding Whaingaroa Harbour catchments) to Port Waikato, and other locations from time to time.

Flexible/work from home with regular travel

Reports to: Catchment Group Governance Committee / Co-chairs(2)

Hours: Part-time 16 hours a week (may vary from week to week)

About Us

We are creating a legacy: a catchment where clean water, rich biodiversity, and our people thrive together for generations to come.

Formed in 2023, the West Waikato Coastal Catchment Group (WWCC) is a farmer-led and community-driven collective working to improve the health of our land, waterways, and rural communities across the West Waikato.

Following our 2025 strategy refresh, WWCC has five strategic Objectives:

- 1) Develop a whole of catchment plan focusing on water quality and biodiversity.
- 2) Support development of individual farm environment plans & implementation of actions
- 3) Build mutually beneficial relationships with stakeholders
- 4) Build a closer iwi-hapu partnership & collaborate in areas of mutual interest
- 5) Build a high performing governance & operational team
- 6) Communicate effectively with and actively involve the local community in environmental initiatives.

The General Manager role is central to delivering these priorities

Purpose of the Role

The General Manager will be responsible for driving the operational and strategic success of the Catchment Group. This includes project delivery, stakeholder engagement, funding management, operation team leadership, and ensuring outcomes align with our vision.

Key Responsibilities

Catchment Management & Environmental Oversight

- Develop and implement a Whole of Catchment plan to monitor and assess the health of waterways, ecosystems, and natural resources such as biodiversity using both community and technical data sources.
- Oversee and support projects such as riparian planting, erosion control, pest management, waterway restoration and improved biodiversity.
- Identify and report on environmental issues including erosion, pollution, invasive species, and habitat degradation.
- Help map and record the positive environmental work being done across the catchment to support long-term planning, storytelling, and impact tracking.
- Ensure all catchment specific environmental activities comply with relevant laws and regional regulations.
- Drive success and pathway to achieve the Catchments Groups Vision.

Stakeholder & Community Engagement

- Build and maintain strong, respectful relationships with farmers, landowners, iwi/hapū, local and central government, funders, and other key stakeholders.
- Collaborate with external stakeholders to secure funding, in-kind support, and shared resources.
- Inform and seek regular feedback from the Community Advisory Group
- Facilitate regular communication, including meetings, newsletters, and updates, to ensure alignment and transparency.
- Represent the West Waikato Coastal Community Catchment Group (WWCCC) in public forums and promote its work through media, events, and networks.
- Advocate for WWCCC on issues relating to our vision.

Community Education & Outreach

- Organise and support community events, field days, planting days, workshops, and educational programs.
- Raise awareness and build capability in sustainable land management and the role of rural communities in environmental stewardship.
- Encourage and coordinate volunteer participation in on-the-ground activities.
- Work with stakeholders to create and roll out a coordinated plan that supports landowners in preparing Farm Environment Plans (FEPs), aiming for high engagement and outcomes.

Project Delivery & Reporting

- Manage the implementation of strategic and funded projects, bringing in specialist expertise as required, ensuring delivery on time, within budget, and in line with agreed outcomes.
- Prepare reports and presentations for funders, partners, and the WWCCC Committee – including regular reporting to MPI as required.
- Collect, analyse, and report environmental and social data to support adaptive management and funding applications.
- Champion timely, relevant, and positive communication with WWCCC members across channels.

Governance, Finance & Compliance

- Work closely with the Committee to maintain the financial health and legal obligations of the Catchment Group.
- Oversee budgets, bank accounts, and regular financial reporting in line with WWCCC's Constitution and funding agreements.
- Maintain up-to-date records and manage membership processes.
- Seek additional funding from central/local government, philanthropic bodies, and other sources to support the Group's goals.
- Coordinate meetings, including AGMs, with agendas and supporting papers (financial and operational).

Key Relationships

- Governance Committee-Co-chairs(2)
 - Community Advisory Group, Farmers and landowners in the catchment
 - Local and central government agencies
 - Iwi and hapū partners
 - Funders and donors
 - Schools and youth organisations
 - Current and potential group members
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Skills and Experience

Essential:

- Experience in the rural or primary industries sector, including:
 - Familiarity with freshwater policy, farm planning, or catchment science
 - Familiarity with New Zealand farming systems, and an understanding of the challenges and opportunities within rural farming communities.
 - A sound understanding of rural and environmental issues
- Excellent project management and organisational skills, with the ability to coordinate multiple workstreams and meet deadlines.
- Proven leadership and management experience
- Strong financial management skills - budget preparation and variance analysis
- Competency in accounting software (e.g., Xero) for day-to-day financial administration and reporting
- Ability to work independently, prioritise, and get things done
- Experience in securing funding through grants or sponsorship
- Sound understanding of health and safety requirements, employment law, service contracts.
- Demonstrated ability to develop excellent relationships with stakeholders and identify areas for collaboration.
- Previous work with iwi/Māori and an understanding of Te Tiriti o Waitangi and/or a desire to learn.

Desirable:

- Contract management experience
- Group Facilitation skills
- Understanding of how adults learn
- Event management skills
- Website & social media skills

Personal Attributes

- Genuine passion for environmental stewardship, rural resilience, and positive change at the grassroots level
- Results-focused, adaptable, and self-motivated
- Collaborative & Respectful of diverse perspectives and values

Remuneration

Remuneration will be commensurate with experience.
