

Forest & Bird Youth

Role Description: *F&BY Co-Director*

Title	Forest & Bird Youth Co-Director
Reports to	Forest & Bird National Office through the Youth Network Support Coordinator (YNSC)
Remuneration	None. This is a volunteer position that comes with much in the way of support, connections, opportunities, challenges and rewards.

Overview & Purpose The role of Forest & Bird Youth Co-Director is the highest level of youth leadership in the Forest & Bird Youth (F&BY) network. The F&BY Co-Director role is a volunteer position that involves working closely with the YNSC to facilitate and support the activities and objectives of the F&BY network across the country.

Objectives The two F&BY Co-Directors have four broad objectives:

- To develop and improve the F&BY network.
- To encourage, foster and develop youth leadership and talent within the F&BY network.
- To steer the F&BY network to achieve its goals as the youth voice for nature in Aotearoa New Zealand.
- To maintain a safe work environment across the F&BY network.

Accountabilities In achieving these objectives, the F&BY Co-Directors have three primary roles:

- **Chairing the F&BY National Committee** which is responsible for setting conservation and organisational goals for the F&BY network and for maintaining and updating the F&BY Charter.
- **Working closely with the YNSC** and other elements of Forest & Bird across a variety of administrative tasks including, but not limited to, onboarding new youth leaders and Hubs, making decisions regarding the central youth fund and minimising and mitigating risks to the F&BY network.
 - Within the scope of these administrative tasks the F&BY Co-Directors have executive power to represent and make

decisions on behalf of the F&BY network and often serve as an intermediary with Forest & Bird National Office.

- **Supporting Hub leaders and their teams** to achieve the conservation and organisational goals of their Hubs.

Key Relationships

Internal:

- F&BY Hubs and teams
- KCC team
- National Office
 - Communications Team
 - Conservation Advocacy Team
 - Office of the CE
- Forest & Bird Branches
- Forest & Bird Council and Board

External:

- Other youth environmental/conservation organisations
- Politicians, Ministers, Government authorities and local councils
- DOC and other conservation industry experts
- Media networks

Eligibility

- The F&BY Co-Directors must be no younger than 18* years of age and no older than 25 years of age.
- The F&BY Co-Directors must be members of F&BY (or agree to become members of F&BY upon election).
- The F&BY Co-Directors must be familiar and aligned with the kaupapa of Forest & Bird and F&BY.

Commitment

- The F&BY Co-Director position operates on annual term lengths.
- The F&BY Co-Directors are each expected to contribute between 2-6 hours of volunteer effort per week. This figure is an approximation as workload fluctuates throughout the year.
- The F&BY Co-Directors are each expected to meet with the YNSC at least once per month at a minimum (they usually meet every week) and to attend the annual Forest & Bird national conference and Youth Hui.
- There are rare occasions where the F&BY Co-Directors may be expected to act on short notice to engage with urgent F&BY matters. Examples of this include but are not limited to:
 - Ensuring that Hubs are aware of restrictions and health and safety protocols.
 - Providing input on time sensitive documents/public engagement.

- Dealing with inappropriate/threatening behaviour expressed by or towards F&BY members.
- Responding to urgent environmental crises or news that would affect F&BY.
- Outgoing F&BY Co-Directors will be expected (when required) to offer training and support to new F&BY Co-Directors to ensure a smooth transition of responsibilities and administrative tools such as Facebook privileges. They are also invited to stay on as Youth Advisors on the Youth National Committee.

Attributes

It is expected that those in the F&BY Co-Director role display the following attributes:

- **COURAGE** - Ask questions, challenge the status quo, be open to holding healthy debate to achieve the best result.
- **ADAPTABILITY** - Take setbacks in your stride, adjust to new circumstances.
- **CARE** - Show caring for our teams and colleagues, provide support and enable growth.
- **PROBLEM SOLVING** - View problems as opportunities and find innovative solutions.
- **STRATEGY** - Assess opportunities to maximise benefits and minimise risk to F&BY members, the F&BY network and brand.
- **PROFESSIONALISM** - Complete work and responsibilities to a high standard.

Keen to apply?

- If you need more information on the position, please email youthdirector@forestandbird.org.nz or youthsupport@forestandbird.org.nz
- Fill out this [Application Form](#) to express your interest by **24 November 2024**
- If your application is successful, you will be invited to virtual Q&A session to assess your capability. You will then be eligible for nomination.
- The final determination of F&BY Co-Directors will be through a vote held at the 2025 Special General Meeting (SGM) on