

## **Te Kākano Aotearoa Trust**

### **Trust Manager**

Part-time Contractor

15 - 20 hours per week, up to 70 hours per month

Annual contract from 1st June 2026

Location: Wānaka / Upper Clutha area

Remuneration: Hourly rate to be negotiated based on the experience of candidate

Website: [tekakano.org.nz](http://tekakano.org.nz)



### **About Us**

Te Kākano Aotearoa Trust is a Wānaka-based non-profit organisation that eco-sources seeds from the Upper Clutha area, raises seedlings in our extensive nursery, and facilitates community-based native planting and habitat restoration on public land. Since 2010, we have planted over 65,000 plants in the region. In 2025, we worked with over 1,500 students and teachers, and our volunteers generously donated over 4,000 hours of their time. We are a small organisation with a big impact.

Our vision is for communities to be more connected with the land. We foster community engagement through plant propagation, planting, maintenance and education, with children, youth and adults. Our work is led by a team of part-time contractors who support our passionate volunteers. We have a dedicated Board of six trustees who guide the governance and strategic direction of the Trust.

### **About the Role**

We are seeking a new Trust Manager to help lead our operational activities and ensure that our work is aligned with our strategic priorities. This includes a strong focus on building and maintaining partnerships, fundraising, and promoting the Trust within the community.

The Trust Manager's key responsibilities include:

- Community and partner relationships
- Funding and grant management
- Communications and marketing
- Financial and reporting administration
- Governance support for the Board
- Management and support for Te Kākano contractors
- Planning and coordination of planting and community events
- Health and Safety planning and management

### **What we're looking for**

The Trust Manager is the face of Te Kākano and must be comfortable interacting with a wide range of organisations and people. You will be the main point of contact between the Trust and local council staff, community organisations, volunteers, businesses, and funders.

Our ideal candidate will have experience in an operational or administrative management role, preferably in the not-for-profit, charitable, or community sector. This role requires someone with strong written and verbal communication skills who can work independently, with excellent organisational skills and the ability to manage competing priorities. You will work flexible hours from your own home or office space and use your own computer and vehicle, with some hours required in the evenings for monthly Board meetings, or the weekends for community events.

**Please note: You must be able to work in New Zealand on a permanent basis.**

Other desirable (but not essential) skills include:

- Experience in the conservation or native restoration sector
- Financial and digital literacy (including Xero, Mailchimp, social media, Microsoft)
- Grant writing and fundraising experience
- Knowledge of the Upper Clutha community and environment

If you want to support the Upper Clutha environment and community, we would love to hear from you.

## **Application Details**

To apply, please email your cover letter and CV to: [info@tekakano.org.nz](mailto:info@tekakano.org.nz)

**Applications close Saturday May 9th, 2026**

*Note: We reserve the right to begin interviews and appoint before the closing date. We will only accept applications from candidates who are currently able to work in Aotearoa New Zealand and we cannot provide sponsorship for a work visa.*