



June 2025

Job Description

Nursery Manager (Fixed Term 12 months)

Background

EcoMatters Environment Trust (EcoMatters) is a charitable trust that was formed in 2002 to provide a range of environmental services and environmental education initiatives to the community. These are in the areas of energy efficiency, water conservation, and waste minimisation. EcoMatters has built its reputation on innovative initiatives that make a real difference to the community's appreciation of what must be achieved for a sustainable future and is determined to continue its leadership.

Job Purpose

The purpose of this role is to manage a native plant nursery which serves the West Auckland community in stream restoration, community projects/events, and plants for sale at our EcoMatters store in New Lynn. The role will be undertaken with knowledge and respect of Te Ao Māori, related knowledge systems of indigenous land and water management.

This will include:

- Native plant propagation, cultivation and sustainable local eco-sourcing
- Nursery operations including plant sales, data collection and analysis
- Support stream restoration and conservation with plant selection & layout
- Leading nursery volunteers, and other educational workshops
- Community events and engagement

These duties shall be carried out to the specifications and standards required within all appropriate laws and regulations, while maintaining a healthy and safe environment.

Reporting Line / Relationship Management

- The role reports to the Nature Team Leader
- Strong professional relationships with internal EcoMatters staff
- Manage nursery volunteers
- Active engagement with the EcoMatters Nature Team

Supervision

No staff report to the position although supervision of volunteers and/or training of staff and contractors will be required from time to time

Overall Responsibilities

Overall responsibilities include the following duties (although other duties may be assigned from time to time):

Key Tasks	Responsibilities
Planning duties	<ul style="list-style-type: none">• Coordination of planning activities for the Nursery including propagating, sowing, seed harvesting, mulching, feeding and raising to maturity for planting.• Innovative ways to increase sustainable practises

	<ul style="list-style-type: none"> • Research <ul style="list-style-type: none"> ○ Resources (including land area) and facilities ○ Planting and maintenance ○ Volunteer engagement ○ Support PR and marketing • Advise the Nature Team Leader on any matters that come to the employee's notice that may affect the nursery • Plan and manage the nursery budget
Nursery management services	<p>Duties include:</p> <ul style="list-style-type: none"> • Sustainably manage the ground area parameters and facilities of the nursery • Obtaining the involvement and knowledge of EcoMatters staff to help establish planting stock levels, and appropriate varieties for projects • Managing all aspects of propagating and growing native plant varieties • Recruiting and managing volunteers for the Nursery <ul style="list-style-type: none"> ○ Including specific operating procedures for volunteers to follow as regards- <ul style="list-style-type: none"> ▪ Supporting and training ▪ Handling plants ▪ Handling natural fertilisers etc ▪ Safe working ▪ Volunteer feedback ○ Managing volunteer activities • Manage inventory of plants and supplies • Manage nursery sales through Shopify • Set up continuing activities to research ecologically appropriate methods of growing native plants and how to achieve high success rates etc • Work alongside the marketing team to carry out media and promotional activities
Reporting	<ul style="list-style-type: none"> • Provide nursery management reporting including: <ul style="list-style-type: none"> ○ Collecting and preparing data and research ○ Reporting on activities and use of resources ○ Volunteer activities ○ Financials ○ PR, marketing activities and events • Leadership/management of any projects assigned to the position and any other
Quality Assurance	<ul style="list-style-type: none"> • Managing the standard operating procedure manual • Active involvement in internal and external audits as and when required
H&S	<p>The employee is required to:</p> <ul style="list-style-type: none"> • To ensure their own safety while at work • Ensure compliance with safety and environmental regulations. • Not to cause harm to any person, through action or inaction. • To know EET health and safety rules and to follow these consistently. EET is entitled to review knowledge at any time • To report any risks or hazards, risky behaviour by themselves or another, work-related accident, incident or illness to their manager without delay <p>The employee is invited to make suggestions at any time to improve EET health and safety</p>
Other responsibilities	Any other duties that may reasonably assigned to the role

Vocation

- A genuine concern and wish to make a significant difference to the way New Zealand and in particular West Auckland thinks and acts with regard to the environment and in particular native plants

- A practical interest in social concerns and in particular how individual lives and the community can benefit from application of sound environmental policies and practices

Skills and Attributes

The person will be expected to consistently exhibit the following behaviours in relation to their duties:

- **Ownership & Initiative.** Take responsibility for work quality and deadlines, proactively seeking improvements.
- **Team Collaboration.** Work well with others, offering support and cooperation.
- **Problem-Solving.** Must be resourceful in finding solutions and adapting to challenges.
- **Professionalism.** Maintain appropriate presentation and follow ethical guidelines.
- **Customer Focus & Adaptability.** Deliver excellent service and adjust to new technologies and procedures.

Qualifications/Competencies

To succeed in this job the individual must be able carry out all the above duties satisfactorily and have the following:

General requirements

- Be able to work unsupervised as an individual using initiative and as a team member
- Experience with volunteer coordination and motivation
- Good problem-solving skills.
- Excellent communication, listening and record-keeping skills.
- Proven versatility and flexibility
- A person who actively looks for opportunities to improve their service delivery
- Proven ability to maintain confidences and trust, and to act in an honest, ethical and professional manner
- The ability and desire to show cultural sensitivity, awareness and understanding of diversity
- A genuine commitment to upholding the organisation's vision, mission and purpose.
- A genuine commitment to upholding the principles of Te Tiriti o Waitangi, in line with the organisation's commitment to this.

Education and/or Experience

- Tertiary qualification in a suitable field or previous experience in nursery work
- Acceptable previous plant propagation experience

Language skills

- Written and spoken English with the ability to read and interpret documents, reports, statistics and procedure manuals.
- Ability to communicate effectively with people at all levels within and outside of the organisation.
- Skills to prepare reports in verbal and written form for the Team Leader.

Mathematical skill

The individual must have sufficient skills to confidently and accurately carry out calculations required to plan garden allocations and the budgets.

Computer skills

Reasonable Competency in basic computer programmes including Office 360, Google drive and Shopify.

- Willingness to seek out and recommend better ways of doing things and to embrace change

Drivers License

- A current full driver's license will be required

Physical demands

The individual will be expected to have a standard of fitness to enable them to carry out all of the duties above.

Performance measures

- Ability to work with others
 - Internal staff
 - Volunteers
 - Potential funders
- Effective time management and productivity - timelines and meeting deadlines
- Achievement of on time and accurate analysis, research and reporting
- Project management and project support
- Contribution to improving the quality, quantity and costs of the organisation

Further performance measures and achievement goals will be progressively set by the CEO.

Variation

The above specification may be amended from time to time, in partnership with the Nature Team Leader