



Rakiura Tītī Islands

ADMINISTERING BODY

Expression of Interest: Work Programme Co-ordinator Rakiura Tītī Islands Administering Body

The Rakiura Tītī Islands Administering Body (RTIAB) is seeking expressions of interest from suitably experienced and motivated individuals to coordinate and support the delivery of its work programme on a contractor basis.

Position Title: Work Programme Co-ordinator

Location: Southland

Term: 12-month, part-time fixed-term contract

Closing Date for EOIs: 26 September 2025

About the Rakiura Tītī Islands Administering Body

The RTIAB are responsible for managing the Rakiura Tītī Islands returned to them under the Ngāi Tahu settlement “*as if they are a nature reserve...subject to the customary rights of Rakiura Māori to take tītī on a sustainable basis so that those rights are not in any way adversely affected by the management as a nature reserve.*”

The Rakiura Tītī Islands are accessed seasonally by Rakiura Māori whānau for the customary harvest of tītī (sooty shearwaters). These islands are remote, culturally significant, and ecologically sensitive. The successful applicant will need to understand and respect the tikanga, mātauranga, and governance structures associated with these islands and the birding community.

The Rakiura Tītī Islands group does not include the Beneficial Islands, which are managed separately and under different legislation.

Our vision for the Rakiura Tītī Islands is:

Pupuruitia ngā taonga a ngā tūpuna kia mau te tītī mō ake tonu atu.

Hold fast to the treasures of our ancestors and keep the tītī forever.

The RTIAB recently updated the Rakiura Tītī Islands Management Plan (2025). The following Pou guide the decisions we make and the actions we undertake under this plan:

Rangatiratanga: We will protect and exercise our right to authority, self-determination, and self-management of the Rakiura Tītī Islands.

Kaitiakitanga: We will uphold our responsibility to nurture, guard and protect the Rakiura Tītī Islands.

Manaakitanga: As Rakiura Māori, we will respect and support one another, including upholding our cultural rights and practices.

Ahikāroa: We will maintain the long-burning fires of occupation whilst caring for and nurturing the treasures handed down from our ancestors.

About the Role

The Work Programme Co-ordinator will play a key role in supporting the Administering Body's strategic and operational objectives. This includes coordinating meetings, managing communications, supporting project delivery, working closely with the Rakiura Tītī Island birding community, and liaising with government agencies, Papatipu Rūnanga, community groups, transport operators and other stakeholders.

The role also includes supporting the implementation of the RTIAB Management Plan and helping to develop policies that facilitate the effective delivery of the work programme.

The Co-ordinator will report to the RTIAB Chair and work directly with the RTIAB Executive Assistant and RTIAB members to ensure alignment and effective delivery of priorities.

Key Responsibilities

- Coordinate the implementation of the Administering Body's annual work programme
- Support the development of policy to underpin work programme delivery
- Assist with the implementation of the RTIAB Management Plan
- Provide administrative and logistical support for meetings and hui
- Assist with reporting, documentation, and funding applications
- Facilitate effective communication to the Rakiura Tītī Island birding community and between stakeholders, including management agencies, and transport providers.
- Support cultural and environmental initiatives aligned with the RTIAB's kaupapa
- Evaluate the effectiveness of management activities and contribute to continuous improvement
- Support health and safety planning and implementation across all work programme activities

Key Areas of Focus

- Biosecurity
- Pest management
- Ecological restoration and monitoring
- Engagement and communications
- Monitoring, reporting and evaluation of programme effectiveness
- Support health and safety planning and implementation across all work programme activities

Key Skills and Attributes

- Background in ecology or environmental management
- Strong written, communication, and analytical skills

- Proficiency in Microsoft Office applications (Excel, Word, Outlook, etc.)
- Strong understanding of and respect for tikanga and mātauranga Rakiura Māori, including the customary practices and governance associated with the Rakiura Tītī Islands and their birding community.
- Relationship building and stakeholder engagement skills
- Ability to work independently and manage multiple priorities

Contract Details

This is a 12-month, fixed-term part-time contract. The expected time commitment and work schedule will be discussed with the successful applicant, with flexibility to accommodate other commitments that the contractor may have.

The applicant is expected to provide their own computer, work equipment, vehicle and other support needed for provision of the services.

How to Apply

Please submit your expression of interest, including:

- A brief cover letter outlining your interest and relevant experience
- A current CV
- Contact details for two referees

EOIs should be sent to:

Robyn Smith, Executive Assistant, RTIAB

Email: rtiabcontact@gmail.com

Postal Address: C/-173 Grant Rd, Otatara 9 RD, Invercargill 9879

For further information or to discuss the role, please get in touch with the RTIAB chair, Dr Jane Kitson, 027 524 7864