

JOB DESCRIPTION

Position Title:	ReUse Coordinator
Reports to:	Operations Manager
Hours:	30 to 40 Hours Per Week (Thursdays to Mondays)
Term:	Permanent

About us

Established in 1976, the Nelson Environment Centre is a highly regarded social enterprise committed to promoting sustainability and reducing environmental impact in Nelson Tasman. Our mission is to inspire, inform, and support our community in addressing modern environmental challenges. Through initiatives focused on environmental, social, cultural, and economic impact, we empower community members to minimise their footprint and lead fulfilling, eco-conscious lives.

With a dedicated team of approx 90 (30 staff and 60 volunteers) across two locations, we deliver social and environmental impact to our community through a range of resource recovery services and educational workshops. Our core programmes are: the ReUse Shops, Electronics Recycling, Kai Rescue, Hapori Fruit & Veg Box, and ReConstruct (in progress) - for the recycling and reuse of construction materials.

We provide local solutions to global environmental issues through education and action.

Our operations are located:

6 Vivian Place, Annesbrook – Nelson Environment Centre Head Office, ReUse Shops, ReConstruct & E-Product Recovery Programmes.

Toi Toi St, Victory – From this site the Kai Rescue Programme collects, sorts and distributes approx. 160 tonnes of food per year.

Your role is a vital part of the organisation!

Leadership	<ul style="list-style-type: none"> ● Create and maintain an inspiring team environment with an open communication and supportive work culture ● Ability to motivate the team, support with goal-setting and monitoring progress, particularly for Team Leaders. ● Support the team to develop and do their best work effectively and efficiently
Management	<ul style="list-style-type: none"> ● Set clear team objectives ● Delegate tasks and set deadlines ● Oversee day-to-day operation of the site ● Monitor team performance and report on metrics ● Motivate team leaders and other team members ● Discover training needs and provide mentoring and coaching ● Listen to team members' feedback and resolve any issues or conflicts ● Recognize and acknowledge high performance ● Encourage creativity, continuous improvement and learning ● Ensure staff are informed of and trained in safe practices and procedures in their specific areas of work
Key Outcomes	<ul style="list-style-type: none"> ● Support the Centre's mission to practically keep goods that can be reused or recycled and out of landfill ● Support team members to deliver on their roles and objectives ● Ensure the safety of all team members (paid and volunteers), customers and other visitors to the sites ● Adherence to organisational policies, procedures and practices ● Ensure the smooth running of the site and programmes
Specific Tasks and Duties	<ul style="list-style-type: none"> ● Ensure the team are able to efficiently and safely receive and sort incoming stock (donations from the community) ● Ensure the team provide excellent customer service to donors and customers ● Ensure the team have ongoing training in the relevant aspects of their job ● Ensure general maintenance of the yard and surrounding areas is maintained ● Adhere to health and safety standards to ensure the safety of themselves, other staff and customers and any visitors to the Reuse shop ● Support team members with operational tasks as required ● Reduce risk to people, stock loss and damage, and the reputation of the Centre ● Engage a solutions-focus approach to challenges and problems that arise ● Methodical about analysing processes and systems to fully understand their functions to enhance sales and productivity

	<ul style="list-style-type: none"> ● Work in collaboration with the Operations Manager and other relevant team members to ensure the continued growth of the programmes and the Centre
Skills, knowledge and qualifications	<ul style="list-style-type: none"> ● Proven work experience as a team and site coordinator ● Good knowledge of performance metrics ● Excellent communication and leadership skills ● Organizational and time-management skills ● Decision-making skills ● Reliability ● Conscientious ● Able to work independently and take initiative ● Work within a team environment and be a team player ● Excellent customer service ● Physical fitness is required ● Organised and happy to work in day to day operations when required ● Promote and comply with health and safety practices ● Experience in retail ● Understanding of products (preferable) ● Forklift driving license and experience (preferable)
Attributes	<ul style="list-style-type: none"> ● A commitment and interest in environmental issues and the principles of sustainability ● An ability to lead a productive, collaborative and positive work environment ● Enthusiasm and dedication to the mission, team and site operations ● Self-motivated and able to work independently and in a team ● Strong people skills, able to interact with a wide range of people and groups ● Ability to adapt to the daily needs of the operations and support to the team
Location	<ul style="list-style-type: none"> ● The role is based at the Nelson Environment Centre on 6 Vivian Place, Annesbrook. You may be asked to work at our other locations such as Kai Rescue in Nelson from time to time.

- **You must have the right to work in New Zealand and you will need to agree to undergo a clean slate criminal records check to be a successful candidate.**