

## Contract Vacancy

### Trust Manager – Otago Central Rail Trail Trust 16 – 20 hrs per week

#### **Are you a well-organised, task focused and capable Administrator who loves a challenge?**

The Otago Central Rail Trail Trust was originally established in 1994 by the Department of Conservation to help it raise funds to convert a disused railway line into a walking and cycling trail. Since its inception the Trust has raised and invested several million dollars into the development of the Trail including the purchase of the Hyde Station Building. The Trust continues to improve and enhance the Trail deriving revenue from grant funds, donations, sale of advertising and the very popular Otago Central Rail Trail Passport.

As Trust Manager for the Otago Central Rail Trail Trust, you will:

- Establish relationships and work closely with the Department of Conservation and Otago Central Rail Trail Trustees
- Be responsible for casual staff, volunteers and management of the Trust
- Set the standard that assists us in providing an excellent experience on the trail
- Develop relationships with Communities along the Trail and Key Stakeholders including, Tourism Central Otago, Enterprise Dunedin, NZ Cycle Trails and Business operators providing services along the Trail and to Trail users

The ideal Contractor will be a reliable leader and team player with the following skills/experience:

- Good knowledge and experience in office administration, including budgeting. Knowledge of financial systems would be an advantage.
- The ability to deal with OCRT stakeholders with discretion and integrity
- Good knowledge of the Microsoft suite of applications
- Excellent organisation, record keeping and time management skills
- The ability to use initiative and independent judgement to deal with critical tasks while working within OCRT Trust policy parameters
- Experience and success in anticipating and solving problems
- Excellent interpersonal and communication skills

Training and a handover period will be provided by the current administrator Tania Murphy, and we would hope that the successful applicant would be available on 24<sup>th</sup> September for the NZ Cycle Trail forum in Wellington, and a site inspection with Trust and DOC staff along with time to meet operators.

For further Information about the contract, please contact Kate Wilson, Trust Chair  
[kate@strathburn.co.nz](mailto:kate@strathburn.co.nz)

For an information pack about the Otago Central Rail Trail, please email  
[admin@otagoentrailtrail.co.nz](mailto:admin@otagoentrailtrail.co.nz)

Applications to be emailed to [admin@otagoentrailtrail.co.nz](mailto:admin@otagoentrailtrail.co.nz) and must include a cover letter to the Otago Central Rail Trail Trust, a CV that clearly demonstrates the required skills, and includes 2 referees with contact details.

**Applications close at 3 pm Friday 7<sup>th</sup> June 2024**