

## Role Description of PFUH Programme Coordinator

Pest Free Upper Hutt (PFUH) was established in mid 2018 with support from Forest & Bird UH, Upper Hutt City Council, Greater Wellington, and Department of Conservation. It comprises a group of about 20 Champions (coordinators) covering most of the suburbs of Upper Hutt. The champions, in turn, seek and support backyard trappers. Trap locations and catches are recorded online in the Trap NZ system.

The purpose of PFUH is to reduce pests such as rats, possums and stoats in Upper Hutt city so that birds, lizards, insects etc can thrive. In time the aim is to eliminate the pests.

The Programme Coordinator coordinates the champions and provides overall direction to PFUH. The role is currently a volunteer position.

### Role Description:

1. Ensure active pest control over all of Upper Hutt, particularly the rural and urban fringes
2. Promote PFUH across Upper Hutt including publicity campaigns and social media
3. Monitor the [PestFreeUpperHutt@gmail.com](mailto:PestFreeUpperHutt@gmail.com) email account and deal with all emails – forward to an appropriate coordinator, or request more info, etc.
4. Register and advise Champions in their role – maintain list of champions in the Coordinator's Guide - login to Trap NZ through the PinehavenPat account
5. Maintain support documentation: Coordinator's Guide, Flyer, Instructions on using TrapNZ, Backyard Trapper Signup Form
6. Organise and run regular meetings of Champions
7. Liaise with the Forest & Bird UH committee and with the UH City Council
8. Keep track of trap distribution and catches
9. Keep track of income from grants and koha, and expenditure including on traps and tunnels
10. Provide a six-monthly report to Forest & Bird UH committee and UH City Council on traps, catches and finances every February and August
11. Order more rat traps and tunnels when stock is below 40
12. Check that all requests for trapper activation in Trap NZ are acted upon by a Champion within 5 days
13. Assist Champions with problems and questions (with help from the PFUH Technical Advisor, Chris Cosslett)
14. Deal with any other issues and problems

## Registering a Coordinator in Trap NZ

Ordinarily inviting a Coordinator into Trap NZ is done by the PFUH Programme Coordinator (who is project manager of most of the PFUH projects), not by individual Coordinators (unless they are a project manager). So this section is just for the PFUH Programme Coordinator.

**The steps to register a new Coordinator** are:

1. The Project Manager logs in to the Trap NZ project and opens the *Members* tab
2. In the *Members* tab, copy the subscribe link (eg, for Pinehaven <https://www.trap.nz/group/node/694034/subscribe>), paste it into an email with instructions to register (see step 3) and then send it to the prospective coordinator
3. The new coordinator follows the link in the email, selects the Register tab, enters all the required information (name, address, contact phone no, username, (email address does not need changing), **password**, and password confirmation), and then **Save** the details. The coordinator can inform the project manager that they are fully registered.

4. The project manager returns to the *Members* tab and sees that the coordinator is now a member of the project. The project manager *Activates* the member, and assigns *Administrator* and *Editor* roles to the member.
5. The coordinator is automatically informed by Trap NZ email that they have these two roles.
6. The project manager also informs the coordinator that they can now add new backyard trappers (as described above under “Registering a backyard trapper”).

If a Coordinator has been inappropriately invited through the Send Invites tab (previously used for registering backyard trappers but not the recommended approach for registering coordinators) then such coordinators will have limited access as they need to be fully registered.

**This can be remedied by the coordinator via the following steps:**

1. Log out (if you are logged in to the backyard trapper system)
2. Go to <https://trap.nz/user/password> Enter your backyard trapper email address and click on “E-mail new password”
3. You will then get an email with a temporary password link. Follow the link. A registration form will come up.
4. On the registration form enter your name, address, contact phone no, username, (email address does not need changing), password, and password confirmation. **Save** the details (at the bottom of the page).
5. Thereafter don't use any emailed links but use the standard Trap NZ interface: <https://trap.nz> and login using your username or email address PLUS the password that you entered in step 4.