



KAIPARA

Ngā Maunga Whakahii o Kaipara

The Ngā Maunga Whakahii o Kaipara (NMWoK) Development Trust (the post Treaty settlement entity for Ngāti Whātua o Kaipara / NWoK) has a number of subsidiaries including NMWoK Ngahere Ltd – which is responsible for the group's farm and forest estates.

Across the group we have a number of roles open for application until November 20, 2025.

1) Facilities and visitor manager

We are looking for a skilled, driven, diligent person to join our team part-time, fixed term (for a year) as Facilities and Visitor Manager. This role will be vital to directly oversee the completion of development and promotion, use and management of company commercial recreational facilities (eg. for school camps and visitor accommodation / experiences). If successful, the intention is to make the role permanent and full-time.

Key competencies include excellent communication; computer skills (including the use of e-mail, internet and applications such as Microsoft Office); report writing; business case development; systems organisation; project management; marketing and promotion; developing / maintaining positive interpersonal relations; group organisation and hosting; activity and itinerary creation, adaptation and management.

Knowledge of and experience with renovation and property development, with school camps / experiences, the film and event industries, accommodation management, corporate and private functions / experiences (eg. weddings) and the Ngāti Whātua o Kaipara community (including Te Reo me ōna tikanga Māori) are all advantageous.

This is an exciting opportunity to be part of the Ngahere team working across our forest and farm-based enterprises to complete the development of commercial recreational facilities, accommodation and associated activities / experiences to then be offered to the public.

2) Manager tiakitanga

The Development Trust needs someone with specific, practical environmental expertise but broad skills and a can-do attitude. This full-time role is primarily about the planning, oversight, delivery and monitoring of environmental and heritage-focused programmes / projects / tasks the Trust is leading or involved with (eg. environmental restoration and pest

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/ weed eradication, monitoring of works on heritage sites), representing the Trust with respect to these and the direction / management of kaitiaki staff. A second element is general maintenance work on Trust properties by the team.

A further important aspect of the role is seeking, applying for and securing external funding to support programmes / projects the team is involved in.

Familiarity with Ngāti Whātua o Kaipara and our community (including tikanga Māori / taiao) are advantageous.

This role will have a high level of collaboration with the related planning advocate role (also with the kaitiaki team managed by the forestry subsidiary and representatives of the constituent marae and hapū of NWoK) – both operationally and in the development of NMWoK’s own environmental / resource management / heritage strategies and plans. It will also require external liaison with relevant local bodies, Government agencies and other stakeholders.

Planning advocate

The purpose of this full-time role with the Trust is to evaluate, report, advise and assist with / submit on resource consent applications, policy and statutes under the Resource Management Act and other relevant legislation /plans / programmes to support and defend Ngāti Whātua o Kaipara’s role as mana whenua / moana in south Kaipara; advocate for and protect our tikanga, environment and physical heritage and facilitate our own strategic and development aspirations. It will require external liaison with relevant local bodies, Government agencies and other stakeholders.

A further important aspect is seeking, applying for and securing external funding to support the role (and the wider environmental / heritage management team).

Familiarity with Ngāti Whātua o Kaipara and our community (including tikanga Māori / taiao) are advantageous, as is capability using GIS.

This role will have a high level of collaboration with the related tiakitanga manager role (and with commercial subsidiaries and the constituent marae and hapū of NWoK) - both operationally and in the development of NMWoK’s own environmental / resource management / heritage strategies and plans.

The successful candidate will need relevant resource management / planning skills / qualifications / experience and the ability to ‘bridge’ between Te Ao Māori, the public, government and the planning industry.

3) Reception, administration, office management and board support

NMWoK Development Trust

The Trust needs a capable, trust-worthy, self-directed person to fulfil full-time reception,

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administration, office management and board support responsibilities (including minute-taking for boards and sub-committees). This role would suit someone experienced who enjoys variety and the opportunity to contribute across a broad range of responsibilities.

NMWoK Ngahere Ltd

The forestry subsidiaries need a capable, trust-worthy, self-motivated person to fulfil part-time (eg. 9.30am – 2.30pm) reception, administration and office management responsibilities, primarily at our Woodhill office. This role offers variety in day-to-day tasks and the opportunity to engage with a wide range of stakeholders. It's an ideal position for someone who enjoys working independently and supporting a dynamic team environment.

Filing mahi

The Trust has a huge back-log of paper files that need review / culling / organisation, digitisation and filing / disposal. This work will require someone capable, thoughtful and self-motivated/directed who can work for long periods without close supervision / instruction. On the one-hand the work will be fairly repetitive, on the other there will be great benefits in having someone who shows initiative and seeks efficiencies. We are happy to agree flexible working hours, with consideration given to accommodating existing commitments.

If you are interested in any of these roles but want more information please get in touch, and / or forward by 20 November, 2025, an application letter and an up-to-date cv to:

PO Box 315, Kumeū 0810

Roles under 1) – 2)

Attention: Malcolm Paterson (Tumuaki, NMWoK)

or email to malcolm.paterson@kaiparamoana.com

Roles under 3)

Attention: Natasha Robinson (Poutāhū)

or email to natasha@kaiparamoana.com

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