

Community Activator

Kaitakawāenga Hāpori



Job Description

Mō te ao, mō te whānau, mō tatou katoa – For the world, for our families, for all of us

Kaipātiki Project

Kaipātiki Project is one of Auckland's leading community environment organisations, delivering restoration and sustainability programmes, focusing on Auckland's North. Our engagement approach empowers communities to regenerate our local environments, through providing knowledge, skills and tailored support.

Purpose of the position

The Community Activator - Kaitakawāenga Hāpori is a new role in our organisation, designed to support our growing community partnerships and programmes, through providing critical leadership and on-the-ground delivery. Utilising a community-led development approach, the Community Activator will facilitate and broker community programmes delivering successful environmental outcomes.

Working closely with a Restoration Activator within Kaipātiki Project, this role will maximise the community co-design, implementation and management of environmental programmes; act as coach and mentor for the wider Kaipātiki Project team to further develop and document community empowerment models across a range of projects and programmes; and lead a community education programme to help volunteers, children, schools and the wider community to live more sustainably.

Responsible to

Manager, Kaipātiki Project

Term

Fixed term, full-time position of 40 hours per week, with some evenings and weekend commitments expected. Family-friendly with the opportunity to work from home as appropriate.

Direct reports

Nil

Contract oversight

Tutors and course leaders

Key Relationships

Internal

- Restoration Activator
- Restoration Nursery Manager (Birkdale and Hobsonville Point)
- Operations Manager
- Funding & Impact Reporting Manager
- Marketing Manager
- Backyard Biodiversity contractor

External

- Auckland Council Sustainable Schools Adviser, Community Ranger, Strategic brokers, Biosecurity and Biodiversity staff
- Pest Free Kaipātiki
- Local Boards
- Kaipātiki Community Facilities Trust
- Pest Free Kaipātiki
- Local schools
- Devonport Community Recycling Centre
- EcoPoint community group
- Volunteering Auckland
- Partners as the projects develop

Responsibilities of the position

Community Empowerment

Design actions to build community leadership, capability, capacity, connectedness and resilience.

- Design a strategy that approaches engagement with an outcomes-based lens and provides community ownership of solutions
- Work with staff and contractors, provide training, coaching and mentoring as appropriate for implementing the Community-empowerment strategy
- Design an evaluation framework as part of the strategy and continue to test and improve effectiveness and impact of approach to reflect programme learnings

Volunteer strategy

Growing the whanau

- Develop a strategy, methodology and plan for working with volunteers that encourages participation, partnership, group development and leadership
- Working with staff and contractors, provide training, coaching and mentoring as appropriate for implementing the Volunteer strategy
- Build relationships, and learn from, other organisations within the voluntary sector

Manaakitanga

Hosting and hospitality

- Curate Kaipātiki Project's spaces to be places of delight, to be welcoming and to engage around our vision, mission, values and principles
- Create protocols to ensure a heartwarming, inspiring and empowering Kaipātiki Project experience for all volunteers, visitors and groups
- Support and upskill the team to consistently design and deliver great experiences that combine their expertise and experience with the practice of Manaakitanga

Education & Experiential learning

- Refine and maintain an education strategy aligned to Kaipātiki Project vision, mission, values and principles
- Plan replicable programmes and workshops 3-12 months in advance.
- Develop network of tutors/ education leaders, build relationships, train and empower to deliver inspiring workshops, courses and programmes
- Help to position and market Kaipātiki Project as a community educator, including the opportunity for programme certification eg NZQA

Schools Education

- Refine and maintain a strategy for schools
- Build relationships with schools and school age groups and understand their requirements for services
- Develop and improve targeted services and delivery
- Refine and manage the school holiday programme, working with local providers
- Pest Free Schools liaison

Advisory and team support

- Assist in the broader aims of the organisation as required
- Ensure requests from community, groups, businesses and schools are responded to in a timely manner
- Working with other staff, contribute to the success of the annual EcoFest North month-long event across Auckland's North through leading refinement of event concept to align with community-led development approach
- Be pro-active in identifying opportunities for collaboration, partnerships, projects, programmes and contracts
- Lead discussions to explore working together with potential partners

Relationship Management

- Develop and maintain constructive, collaborative working relationships with Council staff, contractors, partners and stakeholders
- Engage with neighbours on relevant projects
- Be a key networker and facilitator of connections between project partners
- Work with Marketing Manager to ensure delivery of regular project communication for all projects
- Work with Marketing Manager to enable project partners and participants to tell their stories, raise their profile, and gain support

Monitoring and reporting

- Work with Funding & Impact Reporting Manager to develop evaluation and monitoring framework for programme and individual projects and contracts, and report against targets. Apply learnings to programme development.
- Write a brief quarterly report for the Kaipātiki Project Board outlining progress, issues & upcoming tasks

Organisation responsibilities

Ensure Kaipātiki Project policies and procedures are followed in work activities and be actively involved in seeking continuous improvement of those policies and procedures

- Ensure all accidents, incidents and near misses are reported in accordance with Kaipātiki Project policies and procedures and the relevant legislation
- Observe and enforce the relevant legislation, guidelines, standards and codes of practice
- Comply with Kaipātiki Project code of conduct, policy, system and procedural requirements

Skills & Attributes

Essential

- Understanding and experience of community-led development and community empowerment
- Demonstrated people skills: face-to-face communication with individuals and groups, ability to share knowledge and skills
- Demonstrated volunteer engagement with key groups and individuals - build relationships, plan, delegate, grow new leaders, support group development
- Confidence to work respectfully and effectively within Māori cultural contexts including a familiarity and ability to move with ease within settings involving tikanga Māori
- Confidence to work respectfully and effectively within multicultural contexts, and include people of all abilities and ages
- Confidence in collecting data and observations and using monitoring for adaptive management, making decisions and recommendations for continued improvement in effectiveness
- Successful experience developing, directing and managing implementation of concurrent projects and timelines and obtaining consistent, high quality, measurable results with a wide variety of implementation partners and participants
- Proven project management skills - a broad spectrum of efficient administrative, financial and organisational skills and practices

- Experience developing contract proposals and delivering to contract commitments while sustaining high quality relationships
- Ability to effectively and professionally brief, and work in partnership with, consultants, contractors, researchers, and service providers.
- Demonstrated experience of being a “self-starter”, showing initiative, creating opportunities
- Responsible for the safety of self and co-workers
- Capability with computer systems (eg emails, documents, spreadsheets, general computer, internet usage, cloud storage, social media)
- Excellent phone, written, internet and other communications, including report writing and comfortable presenting to people at a variety of levels and settings
- General administrative capability: purchasing systems, equipment/ stock control, expenditure management.
- Own transport with insurance and current driving licence.
- Flexible in approach, style and hours, ability to work evenings and weekends within overall programme hours as needed to support community engagement
- Ability to create and implement interesting and engaging programs for youth
- Experience working with youth, school-age children and preschoolers
- Experience in hiring and managing contractors

Desirable

- High level of confidence and knowledge of
 - Engagement channels and methods - International Assn of Public Participation (IAP2)
 - Data collection and methodology
- Strong passion for community conservation and citizen science, with own vision for the role and organisation
- A committed, energetic worker with great problem-solving abilities who can be flexible and thrives on complexity, adaptation, and responding to community needs
- A good understanding of the North Shore, its environment and its communities along with effective networking skills
- Relevant tertiary qualifications
- Quietly persistent
- Happy to share and enjoy progress
- Any relevant specific skills such as photography, video, GIS mapping, current first aid certificate, etc
- A willingness to adapt and develop new professional skills and areas of expertise as required
- Understanding of, and commitment to, Te Tiriti o Waitangi