

NGA IWI KATOA

Community Projects Manager

Nga Iwi Katoa is looking for someone to provide part-time community projects management support to our Project Manager and Leadership Group. Ideally Nga Iwi Katoa would like to recruit from within the Tāmaki Community (Glen Innes, Panmure and Point England) or through an existing Tāmaki-based organization.

Job Type: Community Projects Management. Part time (20 hours per week over three days). Independent contractor.

Location: Negotiable (from Nga Iwi Katoa offices in Grace International Church, 77 Line Road, Glen Innes and/or from home).

Term: Part time on-going.

Compensation: Hourly rate up to \$32.00. The contractor could be self-employed or seconded from an existing organization.

Organisational Overview:

Nga Iwi Katoa is a community-led initiative focused on housing and home building in Tāmaki. Our network includes iwi, community marae, local churches, community leaders, business and homeowners, social service agencies and community development specialists.

Nga Iwi Katoa's Te Raurangi - our vision - is that Tāmaki is the community of choice for people who live here now in the future. Our Te Kaupapa - our mission - is to lead innovative housing and home building initiatives in Tāmaki through tailored solutions that work for whānau families, through collaborative and constructive processes in which everyone has a voice and is heard, and also through community-owned housing assets.

Engaging and being part of our community is hugely important to us so we're looking for someone who is passionate and knowledgeable about the Tāmaki community, who's experienced in community projects, who's flexible and adaptable given the variety of tasks that we need help with and who's also aligned with our kaupapa.

We are passionate about the opportunities available to local communities in housing and related activities. This role works with communities to develop and implement projects that support this vision.

Overview of Role:

The types of tasks you'll perform include the following:

- Identifying and fostering local community housing initiatives
- Liaising with our community and other organisational partners.
- Managing a range of community projects that will also involve creating and maintaining project plans, schedules and budgets, project research, and creating project documents (MS Word and Excel).
- Working alongside our Programme Manager, reporting to the Leadership group, preparing business cases, grant applications and grant reports.
- Working alongside the Community Engagement Coordinator to identify needs and

also opportunities for community development, with a focus on housing but also related health, education, job training/skills development or enterprise outcomes.

- Progressing the communications plan including creating communications materials and maintaining the website (to be developed).

Skills and Attributes:

We would like you to have the following skills set and attributes:

- Passionate about Tāmaki and its people.
- Experience of housing and community development issues.
- Flexible and adaptable to the variety of tasks to be performed.
- Be able to work well without constant direction and be confident in using your initiative.
- Have the ability to pick up new skills and tasks quickly.
- Good communication skills.
- Ability to work well with diverse groups of people.
- Excellent organisational skills and attention to detail.
- Good computer skills (MS Word at an intermediate level and proficient at Excel and PowerPoint).
- Project management skills and experience of delivering community based projects.

Reporting:

The Community Projects Manager will report to our Director (David Zussman) and also work alongside the members of the Leadership Group from time to time.

There is the potential for the role to increase in hours and scope over time, including adding greater management responsibilities.

How To Apply:

Please email a CV and cover letter along with any other attachments (PDFs preferred) that highlight why you'd be a great fit for what we're looking for to claudias@lifewise.org.nz by Monday 18th May 2015. Please put "Community Projects Manager" in the subject line.

Thank you for interest in working with Nga Iwi Katoa to help make Tāmaki the community of choice for people who live here now and in the future.