



Sample job description

For a Community Development Coordinator

This is a guide to some of the content that you might tailor for your own community.

Job Purpose: To engage with and support local residents and the local action group to build a strong, connected, resilient community.

Key values and principles

Manaakitanga: We create welcoming, inclusive spaces and activities which grow the potential of everyone to be their best and to contribute to the thinking, decisions and actions.

Whakamana: We invest in respectful, collaborative, supportive peer relationships as the core resource for our community to thrive and a core accountability for every interaction. We grow trust as we build from strengths. We do what we say we will do or communicate early if we can't.

Mahi tika: We grow and uphold a shared community vision to guide our work, alongside CLD principles. We don't act alone but find others inside and outside our community who can support our work in diverse ways. We keep learning and adapting our work as we observe, listen and experiment with what is tika in an ever-changing community.

Kaitiakitanga: We are wise stewards working with the community to make the most of community assets, strengths and relationships. We are not a provider of services for people, but take action together that helps this be a great place to live, work and play in. We celebrate our successes. We make mistakes and commit to learning from them, rather than blaming anyone.

Key areas of responsibility	Key Tasks, which will be prioritised and reviewed on a regular basis
<i>Planning towards Community- Led Development action</i>	<ul style="list-style-type: none"> • Engage with the community to identify local assets, resources, needs and opportunities. • Support people identifying issues to help shape community-led solutions and actions. • Encourage the cooperation and collaboration of local residents and other key stakeholders in community project work as possible through all stages.
<i>Community Engagement Activities and Events</i>	<ul style="list-style-type: none"> • Provide guidance to the core oversight group and wider community in the development of their plans, priorities, projects and activities. • Work within and with community-identified and community-driven projects, supporting residents to implement initiatives of their choice. • Celebrate engagement and achievement. • Share your own ideas and inspiration. • Assist the core group to notice progress, learn from doing and adapt.
<i>Community Interaction and Communications</i>	<ul style="list-style-type: none"> • Promote diverse resident participation and inclusion to build community connection and leadership capacity. • Promote communication on activities and local issues. • Foster and maintain constructive relationships with key stakeholders including community organisations, early childhood centres, schools and churches within the area, as



	well as other relevant NGOs, Council, iwi/hapū, businesses and education providers who can support community aspirations.
<i>Financial Management</i>	<ul style="list-style-type: none"> • Manage project budgets within allocated budgets and financial delegations and ensure spending aligns with purposes for which grants were received. • Assist the Treasurer as required to ensure sound financial records and systems.
<i>Team work</i>	<ul style="list-style-type: none"> • Work as a team with volunteers, focused on the long-term success of this community initiative.
<i>General</i>	<ul style="list-style-type: none"> • Assist the core group to remain aware of relevant legislation.
	<ul style="list-style-type: none"> • Actively support all Health and Safety policies and standards. • Observe policies related to privacy, media, IT usage and marketing.
	<ul style="list-style-type: none"> • Encompass the principles of the Treaty of Waitangi and community-led development.

Reporting relationships

- Weekly communication initially (and then as necessary) with the Chair of the core oversight group.
- Monthly reporting to the core oversight group against agreed priorities.
- Your first point of contact responsible for employment matters or concerns is Xxx Xxxxx.

Terms and conditions – see employment contract.



ABOUT



Inspiring Communities catalyses locally-led change, to achieve sustainable, effective outcomes.

We are the reference point for community-led development in New Zealand, building on international and local practice-based evidence to grow and share expertise.

Inspiring Communities operates across many sectors at multiple levels.

Talk to us about your CLD training, workshop needs, coaching, support and opportunities in your community or region. We understand diversity! We can tailor packages to your specific requirements.

Email us exchange@inspiringcommunities.org.nz



RESOURCES

Harakeke/Flax - from the root to the flower the harakeke shares its properties.



ADVICE

Korimako/Bell Bird - fluent, graceful speaker.



EVENTS

Whakaatu/Presenting - the peak of the mountain as a stage to present from.

