

# Programme Lead

*Up to 15 hours per week (flexible)*



*Local wisdom<sup>2</sup>*

*Start Date: pref.last week in January 2023 to enable handover*

## **Inspiring Communities – who we are:**

Inspiring Communities (IC) promotes and grows locally-led change. We are a virtual team of specialists in community-led development (CLD), working with communities, government and agencies across Aotearoa. We use our experience and expertise to mentor, support, train and connect communities to become even better places to live, work and invest in. Our vision is for all communities to flourish and we are committed to enabling a Te Tiriti honouring Aotearoa.

## **How Inspiring Communities helps:**

1. **Ako: Learning**, capturing, creating and sharing CLD knowledge, wisdom and learning.
2. **Tautoko: Providing support and training** to enhance CLD understanding, skills, practice and policy to enable effective locally-led change.
3. **Tūhono: Connecting** people and places with ideas, evidence and action that works.
4. **Whakaaweawe: Influencing** using local wisdom and practice-based evidence to inform public policy and conditions for locally-led change in Aotearoa and globally.

## **The Role**

Our busy team requires a Programme Leader with great organisational and relationship management skills. We need someone who takes initiative, pays attention to detail, loves learning and is constantly looking for ways to improve our systems and processes.

You'll be very used to juggling different tasks and projects and able to work adaptively across our team so we get great mahi done! As our IC connective glue, you'll be the key link across our IC team and our partners and stakeholders, helping make sure our activities and programmes run effectively and efficiently. We're after someone who is tech savvy, passionate about enabling communities and also keen to grow and develop their leadership skills.

You will :

- Coordinate IC team activities and connections, helping ensure everyone is on track
- Oversee the set-up, support implementation, learning and reporting elements across various Inspiring Communities capability building activities and projects
- Provide tech and project support for IC activities as needed
- Work closely with both our communications and financial admin leads to ensure our activities are well promoted, registration processes are working well and clear communications with IC programme participants happens
- Oversee programme reporting to the IC Board and funders
- Be up for learning from others you are working with

## Experience

- A self-starter with a good track record of working independently and virtually
- Well organised, systems focused and adaptable to what's needed
- Details orientated, with an ability to coordinate operational mahi as well as feed into strategic development of Inspiring Communities
- An interest in, and basic understanding of community-led development
- Highly collaborative, a team player able to bring out the best in others
- Clear writing and verbal communication skills.
- Able to craft funding applications and storytelling back to funders
- Tech Savvy – with a sound working knowledge of Dropbox, Microsoft Office, Teams, Zoom, Mural, Survey Monkey, Mail Chimp

## Work Details

- Reports to IC Team Coordination Lead
- Work closely with Inspiring Communities contractor team (10-12 people).
- Initial 12 month contract (term may be extended subject to funding).
- Up to 15 hours per week over a minimum of 3 days – with some flexibility to do more at different times as needed.
- Hourly rate: \$70 per hour.

**For any questions or more info about the role please contact Megan Courtney:**

[Megan.courtney@inspiringcommunities.org.nz](mailto:Megan.courtney@inspiringcommunities.org.nz)

027 6788622

**Please send your expression of interest by Friday 2nd December:**

[exchange@inspiringcommunities.org.nz](mailto:exchange@inspiringcommunities.org.nz)