



# Inspiring Communities

## Role Title

Inspiring Communities Director

## About Inspiring Communities

*Nāu te rourou, nāku te rourou, ka ora ai te iwi*

*With your food basket and my food basket the people will thrive*

**Mission:** Inspiring Communities' mission is to build a platform for successful Community-led Development (CLD) in Aotearoa across community and public service system.

**Vision:** Our vision is an Aotearoa where all communities are at the centre of creating and implementing solutions to improve their own outcomes and hauora.

**Focus Areas:** Foundational to everything we do is:

**Collaboration & Partnership:** Recognising the rights of tangata whenua and embedding Te Tiriti o Waitangi in the design and delivery of everything we do. Actively encouraging collaboration and making connections.

To achieve our vision for Aotearoa, Inspiring Communities will focus on four **hekenga/pathways:**

1. **Building Capability:** Providing training and sharing CLD information and resources to enhance CLD skills and knowledge within our community.
2. **Evolving Knowledge:** Generating new insights and resources to continually advance our understanding and approach to community-led development.
3. **Influencing Change:** Championing CLD at a national/system level to establish an environment which enables community-led initiatives.
4. **Sustainable Organisation:** Ensuring strong governance connecting strategy and operations; maintaining efficient systems and a capable and committed team; achieving financial stability; and upholding IC reputation and credibility.

**Outcomes:** Inspiring Communities (IC) will know it has been successful when:

1. CLD practice and capability is strengthened
2. Support for CLD from agencies and organisations increases
3. Inspiring Communities is effective, stable and sustainable

Inspiring Communities is a small team of contractors who work virtually throughout Aotearoa. We have a Trust Board, a core team of 5 roles (IC Director, Powerdigm Director, Operations Manager, Communications Manager and Administrations and Comms Support) as well as other contractors brought on to work alongside communities in supporting Community Led Development.

POWERDIGM is the consultancy arm of Inspiring communities. and is a collective of associates and organisations grounded by proven practice in active citizenship, community innovation and locally-led change. We provide services that bridge the gap between system and community approaches to progress change. Effective at working in and alongside communities, we weave connections and collaborations across Government, sectors and communities to create the successful, sustainable outcomes.

Inspiring Communities is a collaborative leader in the CLD space, and we help catalyse progress where we see opportunities. One example is our Child Rich Communities project, where [Inspiring Communities](#) facilitates the work that is supported by a collective of other [organisations](#), to mobilise individuals, communities and social services across Aotearoa to improve tamariki, rangatahi and whānau wellbeing through a community-led approach.

### *Our commitment to Te Tiriti*

Inspiring Communities acknowledges Te Tiriti o Waitangi as the foundational document upon which Aotearoa New Zealand was established. Hapū Māori did not cede sovereignty when they signed Te Tiriti o Waitangi. Inspiring Communities recognises and affirms tino rangatiratanga of whānau, hapū and iwi Māori over their lands, resources, and taonga.

### **Role Purpose**

To lead Inspiring Communities towards achieving its vision, mission and goals. This includes but is not limited to:

- The delivery of Hekenga/Pathway 1 'Building Capability'
- Jointly responsible with Powerdigm Director for delivery of Hekenga/Pathway 2 'Evolving knowledge'
- Jointly responsible with Powerdigm Director for delivery of Hekenga/Pathway 4 'Sustainable Organisation'

IC aims to deliver a comprehensive range of CLD training, capability building initiatives, and resources across Aotearoa. As the CLD Director, you will play a pivotal role in leading these initiatives. This role requires strong leadership, a profound understanding of the current CLD network, and the ability to cultivate strong relationships across the CLD ecosystem. You will support a contracted team of skilled trainers and grow income sources to enable access by all audiences. You will embrace working collaboratively with the Powerdigm Director to determine priorities and delivery of IC's Evolving Knowledge goal. The IC Director will also have oversight of organisational operations.

### **Reports to**

Board Chair

### **Key Relationships**

#### *Internal*

- Board of Trustees
- PD Director
- Operations Manager – Direct report
- Communications Lead
- Contractor Team – Direct reports with some project and contract management aspects handled by Operations Manager

## *External*

- Local government
- Community Led Development initiatives and community organisations
- Funders
- Press/Media
- Partner Organisations and Stakeholders
- Fairground (accountants)

## **Key responsibilities/deliverables/outcomes**

### *Strategy and business development*

- Responsible for collaborating with the team and Trust Board to create a strategic framework that will delivery on the IC hekenga/pathways
- Regular review and iteration of the strategic framework, translating it into work plans and criteria that enable it to be integrated into daily decision-making and regular reporting
- Responsible for the overall operational integrity and coherence of IC's programme of projects.
- Ensure appropriate allocation of operational resources across projects.
- Responsible for identifying and securing large funding opportunities to sustain and grow IC's capacity, specifically by managing large grants and identifying new income sources
- Progress IC's journey to support Te Tiriti through the capability building and evolving knowledge workstreams
- Maintain deeply collaborative, productive relationship with the Powerdigm Director, including for the purposes of evolving our knowledge of CLD in Aotearoa context, and ensuring the sustainability and credibility of IC overall.

### *Operations*

- Oversee the delivery and maintenance of management and personnel systems and processes.
- Ensure appropriate business, operational, quality assurance and risk control systems are in place and complied with.
- Ensure appropriate financial planning and control systems are in place and complied with.
- Oversee finances and budgeting, including financial reporting to the Trust Board completed by the Operations Manager
- Closely monitor operating and financial results against plans and budgets taking remedial action where necessary and informing Trust Board of significant changes.
- Ensure operating objectives and standards are understood and followed by the team.
- Lead on the development and definition of policies, and successfully implement organisational policies and procedures, providing guidance on updates as required.
- Engage with external parties as required such as auditors, lawyers, facilities managers, and other relevant stakeholders.

### *People*

- Provide direction and leadership to ensure the achievement of objectives, targets, and strategic plans
- Develop and sustain effective working relationships with all stakeholders
- Oversee recruitment, onboarding, develop a growth and succession plan
- Actively promote equality, diversity, and inclusive practices in the organisation
- Lead, manage and motivate team members to deliver high performance results
- Ensure decisions taken by the Board are disseminated and understood by relevant team members

- Lead the proactive implementation of our support for Te Tiriti in Aotearoa, through development planning for the staff, contractors and overall organisation.

### *Governance*

- Ensure the organisation is compliant with all regulatory requirements including health & safety, employment law, privacy, and data protection
- Ensure appropriate structures, systems and processes are in place to keep the organisation abreast of relevant and emerging policy and legislative changes
- Ensure that IC is ethical in all respects of its operations
- Ensure items requiring the Board's attention are reported in a timely manner
- Oversee preparation of Board Papers and attend Board Meetings
- Implement decisions of Board in relevant areas

### **Person Specification**

As the IC Director, you will have demonstrated alignment with the values and Kaupapa of Inspiring Communities. You will be enthusiastic about the power of community-led change and the difference it can make and be a credible leader from the view of practitioners, communities, local and central agencies, funders and other NGOs. As a self-directed and self-motivated leader, some of your attributes will include:

- Proven experience in leadership and management positions
- Depth of understanding and experience of Community Led Development principles and practice
- Relationships and networks with community led and or community organisations across the motu
- Good understanding of capability building
- Experience in finance and people management
- Knowledge and understanding of Te Tiriti o Waitangi, its application in organisational policy and practice
- Collaborative in all you do internally in the organisation and externally with partners, funders, and communities
- Experience working in an NGO environment and reporting to a Board
- Tech skills - Very comfortable with Office, Dropbox, and able to learn and assess new programs and web applications
- Excellent judgment, risk assessment and decision-making capabilities
- Able to proactively and constructively resolve problem
- Excellent communication and people skills
- Adaptive, flexible, with proven ability to work in a changing environment