



Title: Community Development and Events
Reports to: Community Services Manager
Location: 96 West End, Kaikoura **Date:** July 2024

Purpose of role:

A positive and pro-active customer service outlook is the core function of this role. In addition, the role is responsible for creating, promoting, and delivering a wide range of community events. It further involves co-ordination and assistance with community groups.

Community Events (30%):

- Creating, promoting, and delivering a wide range of community events, often supporting with administration as agreed with the Community Services Manager.

Community Development (70%):

- Co-ordination and assistance with community groups, community projects as agreed with the Community Services Manager.

Areas of Responsibility:

Key deliverables / expected results will be agreed with the Community Services Manager on a regular basis.

Key Responsibilities	<ul style="list-style-type: none"> • To be an integral part of the Community Service Team of the Council • To be the key contact for all community events, including Emergency Management events, and maintaining a data base • Identifying and supporting community projects
Community Events	<ul style="list-style-type: none"> • Event coordination, administration, and management, as required • Write regular and ad hoc reports, as appropriate, on work in progress/ initiatives • Advise the Community Services Manager on community developments and events • Prepare monthly reports to the KDC Council meeting • Understand youth council needs and support • Pastoral care for the Pensioners in the 16 Pensioner Units

	<ul style="list-style-type: none"> • Manage all budgets relating to contracts for specific projects such as \$15,000 for Community Events per annum
Community Development	<ul style="list-style-type: none"> • Assist the Kaikoura District Council and the community in the development, implementation, management of community projects • Identify strategic implications and linkages with relevant local projects • Coordinate and structure progress meetings, ensuring key stakeholders can input feedback throughout the process • Develop, monitor, support and facilitate a collaborative action planning and implementation process • Establish a positive, credible public profile facilitating local solutions to local needs • Develop a relationship with KDC Communications Officer to support and strengthen local projects and networks
Health and Safety	<ul style="list-style-type: none"> • To promote a safe and healthy workplace as outlined in Kaikōura District Council’s health and safety policy and procedures • To raise an issue or concern about health and safety and take part in resolving the issue
Organisational Well-being	<ul style="list-style-type: none"> • To provide ongoing support to and be a valued by fellow team members • To take on additional duties, either individually or within a group and perform effectively • To demonstrate a good working knowledge and awareness of and contribute to development of policy and procedure • Council’s policy and procedure are complied with • Lines of communication and feedback remain open and effective • To be alert to the security and safety of people and property
Civil Defence	<ul style="list-style-type: none"> • Support the Emergency Management Officer with community events • Provide support to the Controller during an emergency response • To take part in Emergency Management Training as required

Key Relationships:

Internal

- Council Staff
- Community Services Manager
- CEO and Senior Managers
- Museum staff

- Mayor and Councillors

External

- Tangata Whenua
- Te Tiriti Partners
- Community groups and organisations
- Youth Council
- Stakeholders
- Members of the public
- Ratepayers
- Crown agencies

Person Specification:

Skills & Experience	Essential	Desirable
Highly developed interpersonal and communication skills, cultural awareness, and empathy	✓	
Welcomes and values, diversity, and contributes to an inclusive working environment where differences are acknowledged and respected	✓	
A relevant qualification in social and community studies, and/or experience in related fields, with necessary skills to formulate community policy advice and facilitating, coordinating, formulating, and managing project plans	✓	
Understanding of and ability to promote empowering and developmental models in community work through highly effective communication skills — in all forms, especially written and verbal	✓	
The ability to assist groups to formulate their ideas into constructive actions, ability to undertake community-based research, and to effectively complete projects. Exercises sound judgement and political sensitivity — especially in relation to the community organisation, local governments etc.	✓	
Strong problem resolution and decision-making skills - able to clearly identify problems, seek alternative solutions, identify risks and benefits, seek input from others and make sound decisions based on these considerations	✓	
A proven track record working well with community groups	✓	
Well-developed computer skills particularly Microsoft Office suite and particularly Word, Excel and PowerPoint	✓	
Proven ability in performing a range of tasks under competing demands, and producing a quality result, consistently on time	✓	
Discretion, and the ability to handle a high level of confidentiality and ambiguity	✓	
Initiative, the ability to think and act 'ahead of the curve' and proactively follow up	✓	
An ability to work successfully as part of a team as well as independently and provide self-motivation	✓	
Ability to take ad hoc minutes to a professional standard	✓	

Readers advisory skills		✓
Cash handling experience is desirable		✓
Local Government experience		✓

Required Competencies:

Deciding and Initiating Action	Takes responsibility for actions, projects, and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks. Forward planning ability.
Working with People	Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
Presenting and Communicating Information	Speaks fluently; expresses opinions, information, and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.
Writing and Reporting	Exceptional attention to detail. Writes convincingly; writes clearly, succinctly, and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.
Applying Expertise and Technology	Applies specialist and expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.
Delivering Results and Meeting Customer Expectations	Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical, and orderly way; consistently achieves project goals.
Persuading and Influencing	Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others
Analysing	Analyses numerical data and all other sources of information, to break them into component parts, patterns, and relationships; probes for further information or greater understanding of a problem; makes rational

	judgements from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system
Planning and Organising	Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.
Relating and Networking	Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
Creating and Innovating	Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.
Adhering to Principles and Values	Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.
Following Instructions and Procedures	Appropriately follows instructions from others without unnecessarily challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role
Adapting and Responding to Change	Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.
Coping with Pressures and Setbacks	Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life
Achieving Personal Work Goals and Objectives	Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.