



## **Position Description: Community workspace activator (draft)**

Community Waitakere has worked in the west of over 35 years supporting the community, environment and social sectors. We work across the west with community agencies, central and local government and community leaders.

Community Waitakere's vision is for a sustainable Waitakere with thriving connected resilient communities. We achieve this through supporting and strengthening community organisations; building and maintaining relationships; undertaking community development initiatives and fostering collaborative action.

We work in neighbourhood development, community environmental and ecological restoration, provision of workspace for community good organisations and workers, information sharing, networking, learning and capacity building.

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Position: **Community workplace activator (draft)**

Report to: Executive Officer Community Waitakere

Primary Responsibility: To oversee and activate the Henderson shared community workspace providing a vibrant, enabling, innovative workplace with suitable support services, information and learning opportunities.

Tenure: Permanent

Hours: 38 hours per week.

### **Purpose of Position**

To

- a) oversee operations and activate the community workspace and its support services for community workers and organisations
- b) produce a learning and development programme for west Auckland community workers and organisations
- c) manage community organisation and service databases and oversee, produce and distribute noticeboard and CW website
- d) oversee shared resource bank for the Community Waitakere team
- e) support the team and our projects

Key work areas	Actions	Performance Measures
Operational hosting and coordination of community workspace	Business planning Budget development and monitoring Bookings of Centre by hirers Day to day hosting, multi-tenant management and lease administration Policy and procedure development Provision of support & resource equipment Reporting on usage Receipting and banking of payments Debt collection Building décor, maintenance & upkeep Facility development Oversee cleaners Health & Safety Promotion & marketing of centre Frontline-point of contact	Centre operates efficiently, professionally and effectively  Increased profile for CW, offering a safe, resourced, accessible and activated community space
Centre, Tenant, User, Community & Public Support	Advice and connection to support services and resources	Tenants and guests are supported to be innovative, more sustainable connected and successful  Community and public are aware of services and resources available
Resource administration	Administration of community, event and development equipment store	CW has a suite of equipment to support community development
Coordination and hosting of workshops, trainings, forums, meetings and conferences	Plan, develop and oversee the provision of capacity and capability training programmes including Leading in Communities.  Support provision of west Auckland forums including CE forum.	CW is recognised as a lead community capacity building and networking organisation
Distribution of information	Maintenance of digital information Noticeboards / Hub  Posting of key community notices on social media  Website management & maintenance oversight	E-noticeboard goes out regularly being a well-respected vehicle for reliable, credible information-sharing

	Maintenance of community organisation and worker contact databases	Website has an up to date online presence CW has a strong community database
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### Functional Relationships

Internal	External
Community Waitakere team	General Public
Community Waitakere Board	Partnering Organisations (eg EcoMatters)
Waitakere workspace users and Tenants	Stakeholders
Auckland Council staff	Community Organisations

### Personal qualities

Specification	Expected	Preferred
<b>Education Achievements</b>	Current Drivers Licence Current First Aid certificate Completed minimum 3 years secondary education	Relevant tertiary qualifications
<b>Knowledge &amp; Experience</b>	Secretarial, administrative and reception experience. Solid knowledge of computing systems/hardware/software. An understanding of Te Tiriti and how it impacts on our work.	Experience in public relations/hosting role Health & Safety procedure knowledge Minute/note taking An understanding of Te Reo Maori
<b>Personal Qualities</b>	Innovative outlook and open to new ideas Ability to work within a strongly multi-cultural context Sense of humour Sound judgement Demonstrates integrity Professional approach	