



**Job Title:** **Community Developer – Community Organisations**

**Purpose of Position:** The Community Developer will support the capacity and capability of community organisations and community practitioners in West Auckland with a focus on emerging leaders of small for-good organisations. The key responsibility will be to plan and implement the Community Waitākere Future Proofing programme.

**Reports to:** Chief Executive

**Hours:** Full time

**Essential Functions:**

**Successfully Launch and manage the Community Waitākere Future Proofing programme**

- Develop the programme content and structure with input from other providers
- Create materials to promote the programme in print, online (including social media)
- Develop relationships with a range of subject matter experts who will support the delivery of the programme
- Work with the community not for profit sector and other stakeholders to recruit participants for the programme
- Oversee and monitor the budget for the Future Proofing programme
- Develop an evaluation framework that captures the outcomes/impact of the programme
- Collate reports for funders, the community or team members when required
- Support participants on the programme to identify funding opportunities to support their journey

**Capacity and Capability Building of the sector**

- Contribute to other Community Waitākere projects that focus on building the capacity and capability of our communities
- Support community connection and learning opportunities through workshops and events
- Seek out new opportunities to support the capability of community organisations

### Functional Relationships:

Internal: Community Waitākere team and Board

External: Community NFP organisations, partnering organisations, contractors, funders

### Personal qualities:

Specification	Expected	Preferred
<b>Qualifications</b>	Tertiary qualification Current Drivers Licence	Post graduate tertiary qualification in relevant discipline.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>- Senior/Executive leadership experience in NFP's</li><li>- Financial experience</li><li>- Project management</li><li>- Strong verbal and written communication skills</li><li>- Strategic thinking</li><li>- Strong facilitation skills in complex environments</li><li>- Ability to work collaboratively and to maintain respectful professional relationships</li><li>- Confidence and relevant skills in computer systems and in use of social media platforms</li></ul>	An understanding of Te Reo Māori.
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>- Professional approach and integrity</li><li>- Passionate about building thriving, connected, resilient and sustainable West Auckland communities</li><li>- Innovative outlook and open to new ideas</li><li>- Curiosity</li><li>- Cultural sensitivity</li><li>- Sound judgment</li></ul>	

### About Us

Community Waitākere is a community development organisation serving our West Auckland communities. We focus on building the capacity and capability of our community to support locally led initiatives and provide leadership for the community sector. We do this through providing support services, catalysing community action, and advocating for and demonstrating the value of the community sector. Our focus areas are social and community development, local environmental projects, and climate action.

As part of our role in supporting the capacity and capability of communities in West Auckland, we have identified the need for support and upskilling of new or emerging “leaders” of small not for profit community organisations as well as ongoing opportunities for community practitioners to enhance their practice.