Wairarapa Women Centre Community Lead

The Wairarapa Women's Centre is looking to expand our team. The following work may be achieved by one or two additional personnel. So contact us regarding your skills and how they best address the requirements of the work.

The Community Lead position requires working with a wide range of stakeholders to develop grassroots-led and community-driven solutions that serve our local communities. The work *begins* with community engagement to identify stakeholder needs and to cultivating sustained relationships and partnerships. It additionally entails analysis, reporting, and presenting needs to communities and key stakeholders, in order to implement a wide variety of programs and activities.

The work entails two broad functions. (1) **Funding and Marketing** to ensure financial targets are achieved to support the on-going work of the centre. This will include both grant applications and creative fundraising solutions. You will have experience in marketing strategies using a range of outlets, including the use of social media, marketing, press, and running campaigns. Working within a small community-facing organisation you will additionally be required to work *alongside* communities to determine appropriate and tailored messaging, and *involve communities* as much as possible in outreach and identifying sustainable fundraising solutions. Specifically, being able to take on feedback and input from youth, families, and women from diverse backgrounds and experiences, who will have a say in our funding and marketing priorities and implementation strategies. (2) **Women's Services Coordination** to provide direct peer-to-peer support to the clientele that we serve. This includes implementing: our 'Women's Support Service' and 'Peer-to-Peer' Education and Emancipation Programmes (which include free non-judgemental advice & referral services for women, accessible via phone, online and drop-in and peer-to-peer driven programs and activities); as well as lending strategic guidance and support to the programmes and activities that we fund and oversee.

The work requires problem-solving and capacity-building. You will initiate and coordinate various community and grassroots events involving partners, policy-makers, sponsors, and, most importantly, the communities that we serve. It is thus vital that *you have a relationship with our communities* and are able to develop trust and outreach to sustain and vitalise WWC's relationship to the region. You will provide support that ensures communities are able to have a contributing and influential role within the organisation. Most essentially, this role requires an understanding of best practices for working with vulnerable communities, youth,

families, and women from diverse backgrounds and experiences. This position is responsible for ensuring all our community feels welcome and supported at our centre. It is an opportunity to enact Manaakitanga.

What are the skills that are required?

People Skills

- People-person. You will work directly with the community and therefore require an excellent ethic of care, empathy, and commitment to the wellbeing of the communities we serve.
- A desire to learn. You are open to learning from our clients and the communities we serve.
- Critical thinking. You are capable of assessing the needs of the community and initiating projects and programs.
- Manaakitanga/team building. You have a warm, welcoming presence

Other relevant Skills for this role, include the following (these skills are a plus - if applicable, please *include examples* in your application):

- Proven Track record working in a charity, nonprofit, with board members and other volunteers (or similar leadership experience).
- Valid drivers licence and/or competency with local public transport
- Te Reo, Arabic, Urdu, sign language, other language skills
- Relevant software competency i.e. MSWord, MSExcel, Canva, Xero (or *equivalent*)
- Demonstrated proficiency with social media, Web design, SEO; photography, videography, and other relevant media skills
- Facilitation or training experience
- A tertiary qualification, industry certification, or *equivalent* experience in a relevant field,
    - Training or experience in social work, community work, or counselling; health promotion; youth services (certification a plus);
    - project management, policy, communications, community development, marketing, journalism, business, or finance.

Ideal candidate

We're looking someone who is committed to

- intersectional feminism
- upholding Te Tiriti o Waitangi
- social justice
- has relationships to the communities of the Wairarapa
- is welcoming to all members of our community, including people with diverse gender identities, cultures, language groups, ages, disabilities, people of colour, and people of faith
- Open to working cross-culturally, with a sensitivity for working with vulnerable populations and within Tikanga Māori.

Details of Employment

This is a paid, part time position, available immediately. Salary is commensurate with experience. We seek to provide professional opportunities for women, particularly those from historically disadvantaged or discriminated communities. WWC actively encourages and fosters an inclusive workplace.

- We encourage Tangata Whenua, members of the LGBTIQA+ communities, people with a disability, people of colour, and people of faith to feel welcome and encouraged to apply.
- We honour the Mana, Mātauranga and Mōhiotanga of our employees. If you do not meet all of the criteria, but think you would be successful in a particular role, please apply and tell us more about your knowledge, experience and transferable life skills.