



Community Events Coordinator

Part one: Job Description

Job title:	Community Events Coordinator	Location:	Carterton
Status:	Permanent Part time (20 hours per week)	Effective:	November 2022
Team:	Community Services Carterton		

Responsible to: Community Development Team Leader

1. Role of the Team

The Community Services Team provides activities and services including the Library, Events Centre, parks and reserves, council facilities, and community development including arts and culture, community events, economic development, communication and engagement, emergency community preparedness, waste minimisation, community funding, climate change, walking and cycling, youth development, and civic ceremonies.

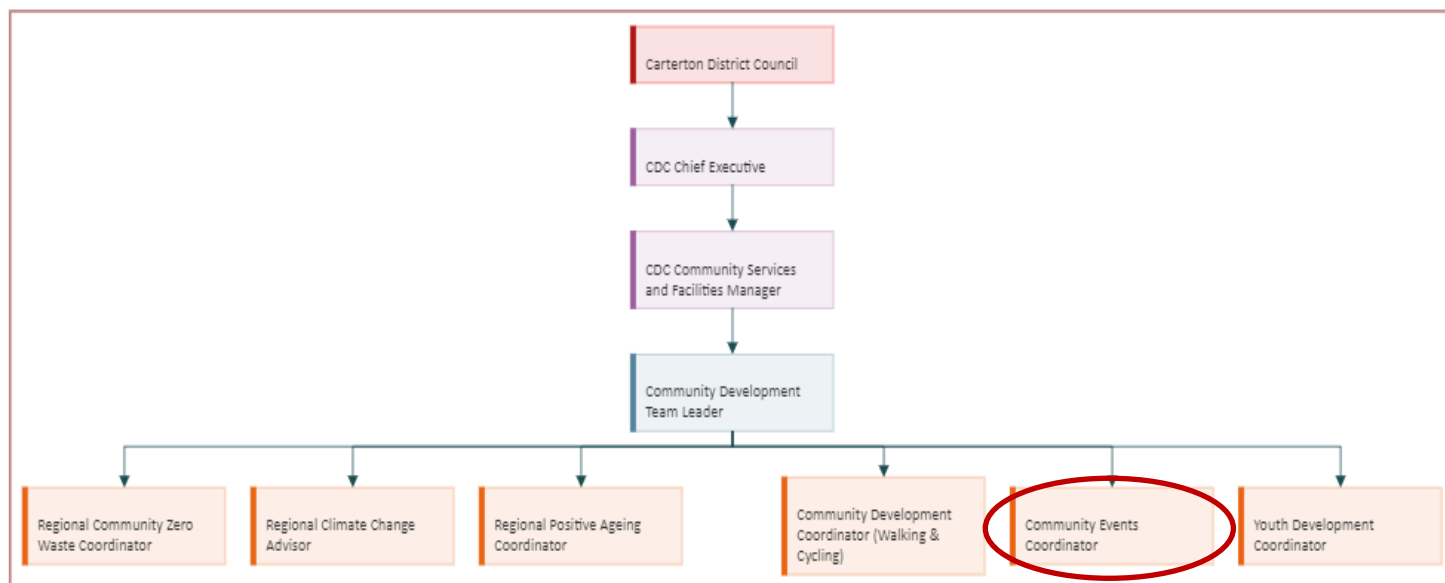
2. Purpose of the Role

- To support community development working in partnership with residents, community groups, agencies, and other councils to develop, coordinate and provide a wide range of initiatives, programmes, services and/or policies that enhance community wellbeing and aspirations.
- Support, enable and/or partner with individuals, groups and organisations to successfully deliver council and community events across the Carterton District.

3. Responsibilities

- The development, planning, and coordination of community initiatives, programmes, and projects that engage and empower the community, and are aligned with community wellbeing outcomes.
- Use community-led development principles to support projects and activities that encourage the community to build social connectedness, strengthen community resilience, and enable them to find their own solutions through collective action.
- Develop and enable the successful delivery of council and community events ensuring effective planning, coordination, communications, and legislative compliance.
- Lead the development, coordination and delivery of the CDC School Holiday Programme at the Carterton Events Centre.

4. Organisation context



5. Working relationships/reporting lines

The Community Events Coordinator reports to the Community Development Team Leader. The position has no direct reports.

External relationships	Internal relationships
<ul style="list-style-type: none"> Wairarapa schools Community individuals, groups and organisations Iwi and hapū Event organisers Operational and key stakeholders Other Wairarapa councils 	<ul style="list-style-type: none"> Community Development Team Leader Community Services Team members Communications and Engagement Team members Other CDC council units Mayor and councillors

6. Key Result Areas

Event Facilitation	<ul style="list-style-type: none"> Support the development, planning, and coordination of community initiatives, programmes, and projects that engage and empower the community, and are aligned with community wellbeing outcomes Identify needs and service gaps, and provide strategic, collaborative and sustainable solutions. Provide support and advice to increase skills of residents, community organisations and other stakeholders to plan and problem-solve issues, and to take accountability and ownership for specific actions.
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	<ul style="list-style-type: none"> • Support community-led projects and initiatives that align with community goals and aspirations. • Facilitate processes that empower community groups and organisations towards self-sufficiency.
Event Design & Delivery	<ul style="list-style-type: none"> • Effectively plan, coordinate and deliver council events including Waitangi Day, Matariki, Citizenship Ceremonies, Daffodil Festival, School Holiday Programme and Charles Rooking Carter Awards. • Support, enable and/or partner with individuals, groups and organisations to successfully deliver community events across the District including (but not limited to) RSA ANZAC Day and Carterton Rotary Christmas Parade. • Coordinate community event enquiries and bookings for council parks, reserves and recreation spaces. • Create and enable event friendly support to event organisers through a 'One Stop Shop' approach covering all aspects of event management including policy and bylaw compliance, health & safety obligations, liquor licensing, and food control requirements. • Support the successful coordination and communication of events to ensure District-wide synchronisation.
Health, Safety, and Wellbeing	<ul style="list-style-type: none"> • Actively participate in Health Safety and Wellbeing (HS&W) activities at CDC. • Demonstrate an understanding of HS&W related policies and procedures. • Be accountable for own actions at all times while adhering to the Health and Safety at Work Act (2015) • Actively raise awareness to others about HS&W in the workplace. • Actively participate in safety reporting and hazard management. • Demonstrate HS&W practices to colleagues.
Council Contribution	<ul style="list-style-type: none"> • Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders. • Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori. • Act as an ambassador for Council and its services. • Act within professional guidelines and council policies at all times. • Participate in Council's emergency preparation and response as practicable, including working in the Emergency Operations Centre, and Emergency Community Hub, when directed.

	<ul style="list-style-type: none"> • Actively participate in and contribute to performance improvement and development. • Participate and contribute to management support initiatives. • Additional tasks, duties or responsibilities as directed by the Community Services and Facilities Manager.
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Part two: Person Specification

1. Qualifications, skills and experience

- Proven experience in all aspects of event management and project delivery
- Demonstrated leadership and facilitation skills, and a personal style that motivates, supports and empowers the community
- Ability to plan and implement logistics
- Solution focused with highly developed coordination and organisational skills
- Strong written and oral communication skills, including an ability to communicate with a wide range of diverse groups and individuals
- Computer literacy
- Able to meet the requirements of the Vulnerable Childrens Act 2014, including Police vetting
- Current full driver's licence.

2. Personal attributes and behavioural competencies

WORKING CO-OPERATIVELY

Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.

ANALYSIS (PROBLEM IDENTIFICATION)

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.

JUDGEMENT (PROBLEM SOLUTION)

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

LEADERSHIP (INFLUENCE)

Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.

ORGANISATIONAL AWARENESS

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

CLIENT SERVICE ORIENTATION

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

EXTRA-ORGANISATIONAL AWARENESS

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors.

WORK STANDARDS

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

PLANNING AND ORGANISING

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

PROJECT PLANNING

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

INTEGRITY

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

COMMUNICATION

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.