

JOB DESCRIPTION

JOB TITLE

Community Activator

Neighbours Together Campaign Coordinator

LOCATION

The Neighbours Together project is focused specifically on the geographic area of Meadowood/Unsworth Heights

TERM

Fixed Term, Part-time employment for a term of 12 months

10-15 hours per week. Working times are flexible – evening, public holidays and weekend work will be required (please discuss)

HOURLY RATE

\$27 - \$30 p/hr (hourly rate negotiable, dependant on experience)

BACKGROUND

Meadowood Centre Incorporated Society was founded in 1991 by local Meadowood and Unsworth Heights residents and is still being run by a volunteer community board to this day. Meadowood is a unique geographical community with Upper Harbour Highway separating residents from Alban and State Highway 1 acting as a boundary to the East Coast Bays and Sunset Road separating the area from Totara Vale. The hills and valleys in this area, along with new road works can make for flooding in heavy rain.

Meadowood Community Centre is in the heart of this area. We have a vision for an engaged, connected and safe community both in and around the community centre. Our mission is to provide community lead activities and forums that connect and empower people. The Meadowood Community Centre building is owned by Auckland Council and receives about 50% of its funding from the Upper Harbour Local Board. Meadowood Centre Incorporated is the Incorporated society that is contracted by the UHLB to manage the community Centre and deliver community services. MCI also owns the Meadowood Community Creche (rear building) and leases council owned land and is under the umbrella of MCI.

Auckland Council have provided funding to Meadowood Centre Incorporated to help us deliver the Upper Harbour Local Board (UHLB) outcome of having an empowered, connected and resilient community. The purpose of the funding is to build community cohesion, a sense of wellbeing and belonging amongst residents, strengthen community resilience and community connectedness. This work will support Meadowood/Unsworth Heights to be a safe and vibrant community and address the diverse needs of the growing community.

Because of our working relationship with UHLB and their outcomes aligning closely with the Meadowood Community Centre's mission, MIC board accepted the UHLB funding and created the Community Activator role to co-ordinate a "Neighbours Together" campaign. The Community Activator will be responsible for delivering and supporting community-led initiatives and activities that nurture local residential networks and support community organising skills, leadership, storytelling and placemaking to grow community connection, resilience and readiness.

PURPOSE

Working alongside the Community Centre Manager, this role will plan and deliver a "Neighbours Together" program to:

- Support the growth and development of community connection and resilience in the Meadowood/Unsworth Heights area and build the community's capacity to self-organise at a grassroots level
- Support social cohesion and placemaking by collaborating with community stakeholders and residents to develop community-led activities and nurture a participation culture
- Support the implementation of the Upper Harbour Ethnic Peoples Plan (UHEPP) and active community participation
- Support emergency preparedness across the Meadowood/Unsworth Heights area by strengthening connections between local stakeholders and the grassroots community, building knowledge sharing to support emergency readiness and an effective local response in an emergency. Continue to build Meadowood Community Group's capacity and leadership in the community development space

This will be achieved by:

- Connecting with Auckland Council staff and other Upper Harbour community stakeholders to access their expertise and support about building community connection and emergency preparedness.
- Building relationships at a grassroots level, to build a more connected and inclusive community
- Supporting the establishment and growth of community social networks through collaborating with community stakeholders and residents to develop community-led activities and nurture a participation culture.
- Strengthening connections between local stakeholders and the grassroots community, building knowledge sharing to support emergency readiness and an effective local response in an emergency.
- Exploring the potential for local leadership of a local community emergency group

Supporting the implementation of the Upper Harbour Ethnic Peoples Plan by aligning activities with its objectives, fostering cultural cohesion and competency, and building the capacity of ethnic communities to lead and participate in community initiatives

RELATIONSHIPS

External	Internal
Community Groups Auckland Council Upper Harbour Local Board Local residents Other Community Activators	Meadowood Community Centre Board Centre Manager Centre Accounts Manager Creche Manager

MEASURES

Key Performance Areas	Desired Outcomes
Stakeholder Management	• Work collaboratively with the board members of MCI and the Centre Manager to plan, deliver and report on the Neighbours Together Campaign. • Build a network of respectful relationships across the local Meadowood and Unsworth Heights community • Build strong collaborative relationships with the council staff, the Upper Harbour Ethnic Advisory Circle and the wider network of Albany based community organisations, contributing to shared learning, coordinated action, and the development of best-practice approaches to community-led development and resilience.
Plan, enable and deliver community development activities	• Build relationships with residents at a grass roots level to strengthen understanding of community needs and identify opportunities to strengthen social connection and participation • Plan and deliver two new grass roots community placemaking activations that are effective in building and strengthening community connectedness. • Align community activities and initiatives with Upper Harbour Ethnic Peoples Plan objectives where relevant, • Deliver activations safely and in line with MCI policies and procedures and council legislative requirements. • Be familiar with what existing activities and events are already being offered at Meadowood Community Centre and then mindfully connecting residents into those. • Develop communication and promotional material on time and within budget. • Deliver a minimum of 2 community sessions in partnership with AEM and/or Neighbourhood Support to increase awareness and distribution of emergency readiness materials
Capacity Building	• Engage and empower locals to build sustainable community leadership • Work alongside residents to design and deliver two new community-led initiatives. Increase the current database of stakeholders to build sustainable knowledge for current and future community collaboration and community development • Strengthen Meadowood Community Group's capacity and leadership by supporting inclusive, innovative, and replicable approaches to building connected, resilient communities. • Enhance emergency preparedness in Meadowood/Unsworth Heights by strengthening stakeholder–community connections, sharing knowledge, and building capacity for effective local response.
Budgeting & Reporting	• Adhere to the MCI's budget for community activations and resourcing. • Be aware of and connected to the Neighbours Together priorities and ensure that information is gathered and shared in a regular and systematic way from your community work. This information should evaluate and demonstrate the impact and results of this project. • Meet reporting requirements for the Upper Harbour Local Board funding

- Provide the MCI board a monthly progress report.

SKILLS, EXPERIENCE, RESOURCES & EDUCATION

	Expected	Desired
Community Development Experience	Experience working in community development. Experience of developing and implementing community activations and events in response to identified needs	Understanding of what Emergency Preparedness entails <i>Experience of developing and supporting community-led activations and initiatives</i>
Traits	Currently living in the Unsworth Heights Willingness to become an integrated part of community life in the Meadowood / Unsworth Heights area Passionate about community safety and wellbeing. Confident building meaningful relationships with the grass roots community Inclusive of others from different backgrounds, cultures, gender orientation and age. Able to connect with and relate to others.	Currently living in the Upper Harbour area
Cultural understanding	Understanding of and experience in working with diverse communities and within cross cultural contexts	Understanding of Te Tiriti o Waitangi
Vehicle	Own vehicle and a valid driving licence, milage to be reimbursed based on a logbook at IRD approved rates	Own vehicle and a valid driving licence, milage to be reimbursed based on a logbook at IRD approved rates

A tertiary education, while very important, is not necessary in the broad context of this role.

GENERAL DUTIES AND RESPONSIBILITIES

- This is community focused work which requires flexibility and self-managed prioritisation of workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description
- Comply with all employment obligations.