



NEW ZEALAND
RED CROSS
RIPEKA WHEREO AOTEAROA

POSITION TITLE:	Community Activator
LOCATION:	TBC
RESPONSIBLE TO:	Humanitarian Services Coordinator
FUNCTIONAL RELATIONSHIPS:	National Humanitarian Development Manager National Youth Development Advisor Humanitarian Development staff Other NZRC staff NZRC members and volunteers Community leaders and stakeholders

POSITION SUMMARY:

The Community Activator role is intended to support and grow New Zealand Red Cross' humanitarian impact in our communities through local partnerships and empowerment of members and volunteers. Utilising a community-led development approach, the Community Activator will facilitate and support communities, members and volunteers to develop or deliver humanitarian action that is aligned with the mission, strategic priorities and Fundamental Principles of New Zealand Red Cross (see below).

This role is a vital part of the local Humanitarian Development team and is intended to inspire people and communities to engage in humanitarian activities. The key objectives of this role are to:

- Build stronger communities by strengthening community resilience which will enable communities to feel more connected, united, prepared for and able to recover from disasters and emergencies;
- Support members, volunteers and communities to take leadership in developing local solutions to local needs;
- Empower the wider community to become humanitarians in their own backyards and support vulnerable people in Aotearoa;
- Inspire young people to undertake humanitarian action; and
- Raise the profile of New Zealand Red Cross and raise funds for local, national and international programmes.

The Community Activator will work in a way that involves partnering with and co-developing humanitarian initiatives or action with local New Zealand Red Cross members, stakeholders, schools and communities. This role involves facilitating, developing, implementing, monitoring and evaluating local initiatives as well as acting as a coach and mentor for others to do good. The Community Activator will seek to grow New Zealand Red Cross' membership, increase local leadership, build partnerships and networks, involve diverse parts of the community and foster collaboration between stakeholders. Ultimately, this role aims to enhance resilience within a community from the ground up by utilising community-led development practices.

Our Fundamental Principles:

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.

Our Mission:

Our mission is to improve the lives of vulnerable people by mobilising the power of humanity and enhancing community resilience.

KEY RESPONSIBILITY AREAS:

Humanitarian Development

- Identify, develop, facilitate and plan local humanitarian development initiatives that build community resilience, working alongside members wherever possible.
- Seek opportunities to engage with schools and other avenues to mobilise and empower young people in meaningful humanitarian action.
- Deliver and implement approved initiatives or projects that are in line with the mission and strategic priorities of New Zealand Red Cross and are in accordance with our Fundamental Principles.
- Undertake regular monitoring and evaluation of what we do to strengthen our programmes and increase their impact.
- Support efforts to prepare and ready communities in the event of a future disaster or adverse event including working with members to make full use of the Disaster Risk Management Toolkit.
- Proactively respond to and explore opportunities for partnership and collaboration with local stakeholders and the community.
- Seek out opportunities to increase awareness and humanitarian action around New Zealand Red Cross commitments to International Humanitarian Law, the settlement of refugees and other awareness campaigns or strategic priorities.
- Support the Humanitarian Services Coordinator and Branches to coordinate fundraising activities in the area, particularly national campaigns.

Empowering Communities

- Partner with members, volunteers and communities to identify unmet local needs and facilitate strong local collaborative action.
- Provide support and mentoring to communities, members or volunteers to develop local leadership in delivering humanitarian development initiatives that enhance community resilience.
- Inspire young people to mobilise around humanitarian needs.
- Strive to develop local member and volunteer leadership and capability when developing humanitarian programmes.

- Proactively involve and engage with diverse communities, especially Māori, Pasifika and ethnic communities.

Volunteer Leadership

- Provide leadership, coaching and training to volunteers or members where required.
- Provide resources and support to local volunteers or members involved in humanitarian initiatives or programmes.
- Work with the Humanitarian Services Coordinator to walk alongside New Zealand Red Cross branches to grow active membership.
- Deliver best practice volunteer management principles.

Relationship Management

- Build and strengthen relationships with community stakeholders and partners.
- Develop collaborative relationships with schools and other youth-focused community groups to increase a sense of young humanitarianism in communities.
- Collaborate with internal stakeholders to ensure there is a One Team approach to engaging with schools on behalf of New Zealand Red Cross.
- Provide support to local New Zealand Red Cross branches and members as required.
- Identify and build relationships that will enhance resilience and further the work of New Zealand Red Cross.

Project Management

- Coordinate and manage approved humanitarian development projects where required.
- Monitor and evaluate the impact of humanitarian development projects where required.
- Provide support to assist in the successful operation of local New Zealand Red Cross service centres and community programmes.
- Provide support to the local Humanitarian Services Coordinator.
- Provide additional project, event or administration support when requested.
- Work with branches to ensure effective collective coordination of branch-led initiatives where required.
- Fully and proactively participate in organisational initiatives or projects.

Other responsibilities

- Undertake other duties as required by the Humanitarian Services Coordinator or the National Humanitarian Development Manager.
- Support the work of New Zealand Red Cross in disaster risk management especially within the readiness, response and recovery phases of working with communities.
- Participate as a member of New Zealand Red Cross' One Team and support the initiatives of other portfolios within the organisation (e.g. Migration Programmes, Retail, Education & Training, International or Disaster Risk Management).

Health, Safety and Wellbeing

Ensure anyone engaged with New Zealand Red Cross activities are informed of and understand the Health, Safety and Wellbeing (HSW) requirements to be followed and are adequately trained to carry out their work safely.

- Take responsibility for your personal health, safety and wellbeing and that of others, by not knowingly putting yourself or others at risk.
- Follow all safety and wellbeing procedures and instructions advised to you.
- Report incidents, including near misses, promptly for investigation.

- Actively deal with and/or report unsafe practices, actions and/or conditions for prompt attention.
- Actively participate in the management of health, safety and wellbeing in your workplace and bring any concerns or suggestions to the attention of your manager and/or health safety and wellbeing representative.

Delegations:

Number of direct reports	Nil
Number of staff reporting to direct reports	Nil

Financial Delegations	Nil
Employment Related Delegations	Nil

Note: The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time in accordance with the needs of New Zealand Red Cross.

PERSON SPECIFICATION

Essential:

- Empathy and a strong passion for humanitarian causes.
- A commitment to the Fundamental Principles of the International Red Cross Red Crescent Movement.
- Demonstrated people skills including good communication with individuals, groups and people from diverse backgrounds.
- Demonstrated relationship building skills (internally and externally).
- Demonstrated interpersonal skills in working as a member of a team.
- Demonstrated experience of being a “self-starter,” showing initiative, creating opportunities proactively.
- Evidence of being able to work successfully in ambiguity where flexibility is required.

Preferred:

- Understanding and experience of community-led development, community empowerment, and engaging communities using community development approaches in the humanitarian field.
- Demonstrable experience in working alongside volunteers and young people.
- Experience in any combination of the following; disaster risk management, civil defence, volunteer management, education, health promotion, community development, youth development or community engagement.
- Great problem-solving skills and thrives on complexity, adaptation and responding to community needs.
- Experience in the non-profit or community sectors.

- Understanding of, and a commitment to, Te Tiriti o Waitangi.
- Confidence to work respectfully and effectively within Māori cultural contexts including a familiarity and ability to move within settings involving tikanga Māori.
- Confidence to work respectfully and effectively within multicultural contexts, and include people of all abilities, gender identities and ages.
- Experience in planning, developing, implementing and evaluating projects from start to finish.
- Experience in identifying and assessing community needs and vulnerabilities.
- Proven project management skills, a broad spectrum of efficient administrative, financial and organisational skills and practices.
- Confidence in utilising IT systems, programmes and databases as required.
- Excellent phone, written, Internet and other communications skills, including report writing and comfort in presenting to people at a variety of levels and settings.
- Flexible in approach, style, and hours, with the ability to work evenings and weekends within overall programme hours as needed to support community engagement.

Travel

- The appointee must be able to travel.

Driver’s Licence

- A current and full motor vehicle driver’s licence is essential.

Approved:

Authorised signature:	
Name:	<u>Shaun Greaves</u>
Position:	General Manager Humanitarian Development
Date:	30 October 2018