



NEW ZEALAND
RED CROSS
RIPEKA WHERO AOTEAROA

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| POSITION TITLE: | Community Activator |
| RESPONSIBLE TO: | Humanitarian Development Engagement Manager |
| FUNCTIONAL RELATIONSHIPS: | National Humanitarian Development Managers, Area Councils, Branches, other Community Activators, Youth Activators, community organisations and funders, Disaster Welfare & Support Teams, Humanitarian Development and Disaster Risk Management staff, other NZRC staff, members and volunteers, NZRC young people |

POSITION SUMMARY:

The Community Activator (CA) role will support and grow New Zealand Red Cross' (NZRC) humanitarian impact in our communities, through local partnerships and empowerment of our members. Acting as a facilitator and catalyst, the CA will support communities, members and young people to develop or deliver humanitarian action that is aligned with the mission, strategic priorities and Fundamental Principles of NZRC.

This role is a vital part of our Humanitarian Development team and the key objectives this role will be contributing towards include:

- Building stronger communities to strengthen community resilience and enable communities to be more prepared for and able to recover from disasters, emergencies and other shocks and stresses.
- Supporting NZRC members and our communities to consider our humanitarian priorities and take leadership and action to develop local solutions to local needs.
- Empowering the wider community to become humanitarians in their own backyards and support those in need within Aotearoa and beyond.
- Ensuring a one team NZRC approach in how we work with local staff and members involved in Migration Programmes, Community Fundraising, Disaster Risk Management, Retail, Education & Training and any other key part of NZRC.

The CA will partner and co-develop humanitarian initiatives or action with local NZRC members, stakeholders, schools, young people, other organisations and communities. This role involves facilitating, developing, catalysing, implementing, monitoring and evaluating local initiatives as well as acting as a coach and mentor for others to do good.

The CA will seek to grow and diversify NZRC's membership, increase local leadership, build partnerships, involve diverse parts of the community and foster collaboration between stakeholders. Ultimately, this role aims to enhance community resilience through robust community engagement practices consistent with our Fundamental Principles.

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

- Support the development and delivery of local projects and activities that are aligned to NZRC priority areas, and contribute to community resilience, disaster readiness, youth engagement, and other humanitarian development outcomes.
- Partner at a local level with members and communities to encourage projects and activities that will build community resilience and disaster readiness.
- Partner at a local level with members and communities to encourage action that will enable more people to become humanitarians in their own backyards and beyond.
- Partner with NZRC people to ensure that all local humanitarian activities are aligned with our Community Engagement Toolkit & Guidelines, Youth Engagement Framework & Toolkit, and Membership Strategy.
- Facilitate local efforts to deliver our Community Engagement Toolkit & Guidelines and Membership Strategy.
- Seek out opportunities to increase awareness and action around NZRC commitments to International Humanitarian Law, the settlement of former refugees and other awareness campaigns or strategic priorities.

Disaster Risk Management

- Work closely with the Disaster Risk Management team to support communities before, during and after disasters.

Empowering Membership & Communities

- Be proactive in working with members and communities to ensure good practice is in place for effective community engagement, undertaking needs assessments, and empowering strong collaborative action that is aligned to our strategic priorities and Fundamental Principles.
- Lead by example and utilise best practice volunteer management principles.
- Strengthen NZRC engagement with diverse communities including Māori communities, tangata whenua, Pacific Peoples, new migrant and former refugee communities.
- Support efforts to engage with young people to empower young humanitarians.
- Provide resources, coaching and training to members and staff in good practice where required.

- Build and strengthen relationships with local stakeholders that will further our work in building community resilience.

Project Management

- Coordinate approved Humanitarian Development projects where required, using best practice project management principles. This may include national projects or activities.
- Collaborate to champion and ensure planning, monitoring, evaluation and reporting (PMER) activities are actively undertaken, in line with the NZRC PMER Framework, across all local projects and activities.
- Ensure that all projects and activities meet NZRC health, safety and wellbeing expectations, as well as policies and procedures where required.
- Ensure that all projects and activities are delivered in a way that aligns with our strategic priorities and Fundamental Principles.
- Provide support to the Humanitarian Development Engagement Manager and assist in the successful operation of local NZRC activities as requested.
- Provide support to local members to deliver initiatives.

Other Responsibilities

- Role model our Code of Conduct and Fundamental Principles amongst staff and members, as an essential guide to how we work as humanitarians.
- Actively support and champion NZRC local and national fundraising campaigns, particularly the Annual Appeal and Red Cross Journey.
- Participate as one NZRC team and support the initiatives of other functions within the organisation including Migration, International Humanitarian Law, Disaster Risk Management, Commercial & Shared Services, International, Communications, Fundraising & Marketing.
- Please note that due to the nature of our work in supporting communities respond to and recover from disasters and other shocks and stresses, that areas of work may be reprioritised at short notice to disaster response or recovery activities.

Health, Safety and Wellbeing

Ensure anyone engaged with NZRC activities is informed of and understands the Health, Safety and Wellbeing (HSW) requirements and is adequately trained to carry out their work safely.

- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents, including near misses
- Promote good HSW practice and monitor this in your area of work
- Provide opportunities and empower workers to be actively involved in the management of HSW in the workplace
- Take responsibility for your personal HSW and that of others, by not knowingly putting yourself or others at risk
- Follow all HSW procedures and instructions advised to you
- Actively deal with and/or report unsafe practices, actions and/or conditions for prompt attention
- Actively participate in the management of HSW in your workplace and bring any concerns or suggestions to the attention of your manager and/or HSW representative.

DELEGATIONS:

Staff Management

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| Number of direct reports | None |
| Number of staff reporting to direct reports | None |

Delegations

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| Financial Delegations | None |
| Employment Related Delegations | None |

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 NZRC. Any changes will be mutually agreed.

It is inherent in all areas of NZRC work that staff are required to apply and uphold the Fundamental Principles of the International Red Cross and Red Crescent Movement.

PERSON SPECIFICATION

Personal attributes:

- Empathy, a strong passion for humanitarian causes and a commitment to the Fundamental Principles of the International Red Cross and Red Crescent Movement.
- Demonstrated people skills including good communication with individuals, groups and people from diverse backgrounds.
- Demonstrated trust and relationship building skills (internally and externally).
- Demonstrated ability to support, empower and positively develop other people.
- Demonstrated experience of being a “self-starter,” showing initiative and creating opportunities proactively.
- Personal resilience and self-awareness, with the ability to balance multiple priorities.

Essential skills or experiences:

- A qualification in or some experience within community engagement/development or in working with the community sector.
- Experience working alongside volunteers and communities.
- Understanding of, and a commitment to, Te Tiriti o Waitangi.
- An understanding of good community engagement practices.
- Experience in planning, developing and implementing projects from start to finish.
- Experience in identifying and assessing community needs and vulnerabilities.
- Excellent phone, written, technology and communications skills, including report writing and comfort in presenting to people at a variety of levels and settings.

Preferred skills or experiences:

- Experience in any combination of the following; non profit experience, disaster risk management, civil defence, volunteer management, education, community engagement/development, youth engagement/development.
- Confidence to deal effectively with and overcome conflict, negative behaviours or attitudes.
- 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, sexual orientations, gender identities, and ages.
- A good understanding of social media and its ability to mobilise communities.

- Demonstrated experience in innovating, developing new initiatives or contributing to enhanced community outcomes.
- Great problem-solving skills and thrives on complexity, adaptation and responding to community needs.
- Project management skills, a broad spectrum of efficient administrative and organisational skills.
- Confidence in utilising IT systems, programmes and databases as required.

Travel and Hours of Work

The appointee must be able to travel. Due to the nature of the role in working with volunteers and in responding to emergencies, an ability to work outside normal working hours may be required from time to time. This may include weekends and evenings.

Driver’s Licence

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

APPROVED:

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| Authorised signature: | |
| Name: | Shaun Greaves |
| Position: | General Manager Humanitarian Development |
| Date: | Monday 8 April 2019 |