



NEW ZEALAND
RED CROSS
RIPEKA WHERE AOTEAROA

POSITION TITLE:	Project Coordinator
LOCATION:	Auckland
RESPONSIBLE TO:	National Humanitarian Development Manager
FUNCTIONAL RELATIONSHIPS:	Humanitarian Development staff Disaster Risk Management staff Auckland Area Council Disaster Welfare and Support Team Auckland Emergency Management (Civil Defence) New Zealand Red Cross members Community leaders and stakeholders

POSITION SUMMARY:

The Project Coordinator is responsible for developing and implementing New Zealand Red Cross' 'Auckland Ready' project, which aims to enhance community resilience and disaster preparedness throughout Auckland. This role will work closely with an internal Project Group, project members and the wider community, and in collaboration with Red Cross members and staff across the Auckland area. This is a fixed term full time role for one year to develop and establish this initiative.

The 'Auckland Ready' project involves training and mentoring community groups, businesses and individuals in Auckland to be better prepared for disasters, and developing a pool of trained people to assist Red Cross' Disaster Welfare and Support Teams during times of emergency.

The key objectives of this role are to:

- Manage the 'Auckland Ready' project, ensuring successful delivery on time and within budget

People Integrity Diversity Leadership Innovation

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Initial _____

- Liaise between the Project Governance Group, staff, project volunteers and wider community stakeholders and partners, in accordance with agreed service levels, to effectively manage and mitigate risk
- Effectively build and lead a cohesive, constructive and supportive volunteer team that is clear on its purpose
- Lead and deliver upon all aspects of the project including; planning, reporting, communication, budget management, sponsorship, administration and logistics
- Proactively engage with the Auckland community to ensure that a wide range of community members participate in the project, and with the Auckland Emergency Management Group to ensure alignment with our partners

The Project Coordinator will utilise best practice project and relationship management skills and will have an understanding and appreciation of community networks, volunteer management and stakeholder relationships.

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:

Project Management

- Managing the project on a day to day basis in a way that ensures its long-term sustainability
- Developing processes or Standard Operating Procedures where needed
- Consistently monitoring, evaluating and reporting on progress of the project to meet requirements of the Project Governance Group and New Zealand Red Cross
- Managing the financial aspects of the project
- Lead and provide support to staff and members in ensuring the long term sustainability of this project by developing, coordinating and implementing the business engagement and sponsorship plan

Volunteer Management

- Providing leadership, coaching and training to volunteers
- Supporting volunteer advisors and volunteer trainers involved in the project
- Recruiting or seeking new volunteers where necessary to ensure the success of the project
- Updating the Volunteer database with training completed
- Always seeking to deliver on best practice volunteer management principles

Relationship Management

- Maintaining strong relationships and collaboration with the Auckland Area Council, Project Team, Auckland Service Centre, New Zealand Red Cross members, and Auckland Emergency Management (Civil Defence)
- Develop and lead the delivery of a community engagement plan which will proactively seek out opportunities for the wider community to be involved in the project
- Proactively responding to and exploring opportunities for partnership and collaboration with local stakeholders and the community
- Proactively involving and engaging with diverse communities

Health, Safety and Wellbeing (HSW)

- Ensure anyone engaged with New Zealand Red Cross activities is informed of and understands the Health Safety and Wellbeing (HSW) requirements to be followed 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 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.

Other responsibilities

- Undertake other duties as required by the National Humanitarian Development Manager
- Provide support to the Disaster Management Officer in response to local disasters
- Report and communicate regularly with the Project Governance Group
- Support the work of New Zealand Red Cross in Disaster Risk Management, especially where it affects communities and within local disaster readiness/preparedness initiatives
- Participate as One Team and support the initiatives of other portfolios within the organisation i.e. Migration Programmes, Retail, Education & Training, International or Disaster Risk Management

Delegations:

Number of direct reports	Nil
Number of staff reporting to direct reports	Nil
Financial Delegations	Level 4
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, a strong passion for humanitarian causes and a commitment to the Fundamental Principles of the International Red Cross Red Crescent Movement
- Minimum intermediate level project coordination or management experience (3-5 years) or experience managing large scale projects
- Organised and motivated self-starter with strong problem solving and robust decision-making skills
- Ability to manage and motivate teams to deliver a positive experience
- Enjoy the challenges and responsibilities of working in a project, multi task environment under tight time constraints
- Ability to operate effectively in a digital environment with a wide range of technology systems and tools (Microsoft Office, Volunteer Rescue, Kobo, Sharepoint)
- Ability to drive process and operational improvement
- Demonstrated relationship building and communication (written and oral) skills with groups and people from diverse backgrounds
- Ability to assimilate information rapidly, whilst exercising sound judgement and influence

Preferred

- Experience of project management in the community, government or disaster risk management sectors
- Experience in scaling up large projects or initiatives
- Experience in working in a volunteer or membership based environment/organisation
- An understanding of, and a commitment to Te Tiriti o Waitangi and the confidence to work respectfully and effectively within Māori cultural contexts including a familiarity and ability to move within settings involving tikanga Māori. This encompasses an ability to work in all multicultural contexts, and include people of all abilities and ages
- Demonstrable experience in working alongside volunteers
- Experience in any combination of the following; disaster risk management, civil defence, volunteer management, project management, planning, reporting, finance

Travel

- The appointee must be able to travel
- The appointee must be able to work evenings or weekends when required and per the needs of volunteers and the wider community

Driver’s Licence

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

Approved:

Authorised signature:	
Name:	<u>Angela Sutherland</u>
Position:	General Manager – Disaster Risk Management
Date:	21/02/2019