

Job Description



1. **Job Title:** Kaiārahi Whakapā me Pūtea (Lead, Communications and Grants)
2. **Reporting to:** Kaihautū (Director)
3. **Section:** Main Office
4. **Workload:** 0.75 FTE

5. **Date last changed:** March 2021
6. **Version:** 1.5

7. Job Objective:

- To deliver a successful grant, donor, and sponsorship, funding programmes to support the resourcing of Mission programmes and services.
- To provide assistance to the Kaihautū (Director) to ensure the Mission has comprehensively developed and executed communications strategies in print, media, events, and online.

8. Declaration

The duties of this role are not limited to those listed below, but include other duties as are required to assist in the operation of Methodist Mission Southern, as determined by the Kaihautū (Director)

This Job Description will be updated annually, after consultation with the position holder, and it is intended that these updates will capture the bulk of tasks associated with the role at that time.

Additionally, the Kaihautū (Director) may authorise a new Job Description at any time.

9. Job Responsibilities

Key Tasks

Development of Mission funding and resourcing

- Philanthropic grant and donor writing.
- Materials and event management for donor fundraising.
- Programme of prospect identification, organised approaches, materials, and event management for sponsorship raising.
- Other written requirements for contracting and funding (including funding proposals, pitch documents, Government RFP and ROI response writing (formal tender writing)

Performance Accountabilities

- Work closely with the Kaihautū (Director) on the creation and implementation of a donor programme, including sponsorship.
- Works closely with the Kaiwhakawhanake Pakihi (Business Development Leader) and Kaitui Te Here Tākata (Relationship Manager) to proactively develop, pitch and finalise funding and resourcing opportunities with new and existing Mission stakeholders, including Government, philanthropic, and other sources of revenue and resources.
- Works closely with the Kaiwhakawhanake Pakihi (Business Development Leader) and Kaiwhakahaere (Operations Leader) to respond to targeted grant and contract funding opportunities to a high standard and within deadlines.
- Prepares grant applications and donor fundraising materials as required.
- Maintains a high standard of written product and spoken communication and produces work consistent with the Mission's strategic objectives.

Relationship management

- Regularly meeting and corresponding with Mission stakeholders, as directed by the the Kaihautū (Director) and Kaiwhakawhanake Pakihi (Business Development Leader).
 - Establish and maintain working relationships with Mission staff and external stakeholders and contractors, ensuring that relationships are professional, constructive and positive.
 - Support relationships with mana whenua, iwi and the wider Māori community to ensure that the Mission is supporting its Māori staff in line with our bicultural strategy.
- Works closely with the Kaihautū (Director), Kaiwhakahaere (Operations Leader), Kaiwhakawhanake Pakihi (Business Development Leader) and Kaiārahi Tikaka (Practice Leader) including regular updates on interactions with stakeholders and immediate notification of issues of concern or importance.
 - The Kaihautū (Director), Kaiwhakahaere (Operations Leader), Kaiwhakawhanake Pakihi (Business Development Leader) and Kaiārahi Tikaka (Practice Leader) are appropriately informed and communicated with on areas of relevance to their work.
 - Works closely with the Kaitui Te Here Tākata (Relationship Manager) and Chief Advisor Māori including regular updates on interactions with stakeholders and immediate notification of issues of concern or importance.

Communications Strategy and Services

- Delivers effective communication with stakeholders to ensure both internal and external audiences are aware of the role, purpose, and achievements of the Mission
 - Develops key messages and communications strategies for all operational areas of the Mission, including developing strategies for addressing and engaging with key external stakeholder groups
 - Writes copy and creates photo and video content for Mission communications as required across traditional, digital and social media.
 - Ensures consistency of message from the Mission, by supporting Mission staff to engage in effective communication
 - Ensures that all publications, documents and other communication material meet agreed QA standards and reviews and edits both standards and communications as necessary
 - Regularly reviews key communications policies, including: Brand use, social media, intranet posting, sponsorship protocols, media management, stakeholder relationship strategy, style guide, templates for Kaihautū approval
 - In conjunction with the Graphic Designer, manages the design, production and dissemination of the Mission publications and programmes
 - Provides oversight of the Mission's website and other virtual communication assets –
- Ensures the Kaihautū (Director), Kaiwhakahaere (Operations Leader), Kaiwhakawhanake Pakihi (Business Development Leader), Kaiārahi Tikaka (Practice Leader), Kaitui Te Here Tākata (Relationship Manager) and Chief Advisor Māori are appropriately informed and communicated with on areas of relevance to their work, and have signed off on all material.

Facebook and Instagram

- Supports Mission staff to develop communications strategies for project work, special events and presentations

Media Management

- Develops and manages media campaigns to support Mission's initiatives, or address issues and risk
- Ensures clear guidelines are in place for dealing with urgent and sensitive or controversial media issues
- Generates positive media coverage supporting Mission's strategies and objectives
- Provides advice and information to members of the media on both a reactive and proactive basis
- Ensures effective monitoring of media outlets, monthly coverage targets and potential story lines and provides meaningful reporting on these to the Director
- Develops media and presentation training for Mission staff as required
- Develops media communication for the Mission as required
- Assists others with media enquiries as appropriate
- Works closely with Kaihautū (Director) and Kaiwhakahaere and maintains regular communication, including prompt notification of any potential issues or concerns regarding Mission policies.
- Maintains high levels of personal integrity and represents the Mission in an appropriate, professional manner.
- Adheres to all Mission policies, especially policies regarding client rights, use of data, privacy, media engagement, and confidentiality.

Professional leadership, planning and advice

- Co-ordinates the development of internal and external communications strategies and manages the delivery and implementation of these, working in collaboration with Leadership Team colleagues as appropriate
- Ensures that the branding and communications plans support and align with the overarching Mission strategy.
- Contributes to the development of long-range strategies and business plans for the Mission.
- Provides strategically sound advice to the Director and the Leadership Team regarding all communication, funding and brand issues.
- Works with the Kaihautū on how to position the Mission in relation to current and upcoming hot topics
- Provides specialist media relations advice to the Kaihautū
- Assists in finalising the preparation of presentations and speeches for the Kaihautū, the Leadership Team and other Mission staff who require communications support
- Contributes to the identification, management and minimisation of business risks associated with the Mission, as these relate to brand or communications
- The Kaihautū (Director), Kaiwhakahaere (Operations Leader), Kaiwhakawhanake Pakihi (Business Development Leader) and Kaiārahi Tikaka (Practice Leader) are appropriately informed and communicated Adheres to relevant Mission policies relating to programme and service delivery to clients.

- Develops and manages relationships with service providers in the advertising, publications, production and media relations areas
- Develops and maintains effective strategic relationships with government departments, media and other key stakeholders to ensure maximum opportunity for positive media and communications results

Accountability reporting and evaluation

- Assisting with the production of accountability reports and programme evaluations.
- Sourcing information necessary to complete accountability reporting and evaluation requirements.
- Works closely with the Kaiwhakawhanake Pakihi (Business Development Leader) and Kaitui Te Here Tākata (Relationship Manager).
- Prepares accountability and outcomes reports for grant and donor funding as required.
- Maintains a high standard of written English.
- Maintains high standards of accuracy and integrity.

Training and development

- Participates in all available and agreed training.

General / other tasks

- Abides by Methodist Mission policies and procedures at all times.
- Is committed to working for a bicultural organisation.
- Provides advice to Mission management on any issues of concern.
- Undertakes other duties from time to time.
- Communicates with the Kaihautū (Director) regularly for the purpose of monitoring workflow and workload.
- Participates in annual appraisal and work-planning if that meets the Mission policy requirements.

10. Authorisations

Staffing	No authority
Contractual	No authority
Financial	No authority

11. Relationships

Functional relationships:	Kaiwhakawhanake Pakihi (Business Development Leader) Kaiwhakahaere (Operations Leader) Kaiārahi Tikaka (Practice Leader) Chief Advisor Māori Kaitui Te Here Tākata (Relationship Manager) Mission funders Mission programme delivery partners External stakeholders
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12. Person Specification

Skills & Knowledge

Essential

Desirable

Confidence in cold-calling and sales management
Proven ability to engage, connect and build an audience across multiple channels
Excellent written English skills, including an ability to write effectively for a diverse range of audiences.
Excellent spoken English skills, including an ability to communicate effectively in a variety of settings.
Strong networking and relationship building skills.
Excellent word processing, presentation and document formatting skills.
Competency in te reo Māori and tikaka with a willingness to upskill this further
Strong planning skills
Ability to learn and interpret new information quickly.
Robust ethics and role boundaries.
Excellent time management skills.

Good consulting, writing, editing (photo/video/text), presentation and communication skills –
Demonstrable social networking experience and social analytics tools knowledge
Current knowledge & experience of social media usage for broadcast or sales
General understanding of the social service and educational sectors.
Prior experience with successfully managing a diverse grants process.
Networking and building relationships with iwi, rūnaka and the wider Māori community
Demonstrated ability to develop and maintain networks and key relationships
Ability to work effectively in diverse and multicultural environments.

Qualifications

Essential

Undergraduate degree

Desirable

Personal Qualities

Essential

Passionate about education, social service and/or social justice

Ability to communicate

Flexible and responsive

Ability to relate well to people

Ability to respect privacy and confidentiality

Self-motivated and energetic

Ethical

Ability to work independently

Able to meet deadlines and multiple tasks

Desirable

Work Experience

Essential

Interpersonal sales work of >5 years.

Desirable

Communication and/or fundraising roles
Social services and/or educational roles.
Research experience

13. Authorisation of Job Description



Laura Black
Kaihautū (Director)

Date: 26 March 2021

