

# Job Description



- 1. Job Title:** Kaitui Te Here Tākata (Relationship Manager)
- 2. Reporting to:** Kaiwhakawhanake Pakihi (Business Development Leader)
- 3. Section:** Main Office
- 4. Workload:** 1.0 FTE
  
- 5. Date last changed:** November 2020
- 6. Version:** 2.0
  
- 7. Job Objective:** To support the design, development, resourcing, coordination, delivery and evaluation of new programmes and services, and support Mission stakeholder and funder relationships.

## 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 Kaiwhakawhanake Pakihi (Business Development Leader)

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

- Funding proposals, budgets and pitch documents.
- Government RFP and ROI response writing (formal tender writing).
- Philanthropic grant writing.
- Materials for donor fundraising.
- Other written requirements for contracting and funding.

#### Relationship management

- Supporting relationships with mana whenua, iwi and the wider Māori community.
- Regularly meeting and corresponding with a wide range of Mission stakeholders, as directed by the Kaiwhakawhanake Pakihi (Business Development Leader).

### Performance Accountabilities

- Works closely with the Kaiwhakawhanake Pakihi (Business Development Leader) to proactively develop, pitch and finalise funding and resourcing opportunities with new and existing Mission stakeholders, including Government, philanthropic and private funders, and other sources of revenue and resources.
- Works closely with the Kaiwhakawhanake Pakihi (Business Development 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 English and spoken communication and produces work consistent with the Mission's strategic objectives.
- Works closely with the Kaiwhakawhanake Pakihi (Business Development Leader) Kaiwhakahaere (Operations Leader) and Kaitiriwā Whakahaere Tikaka (Deputy Practice Leader) including regular updates on interactions with stakeholders and immediate notification of issues of concern or importance.

<p><b>Interpreting and presenting information</b></p> <ul style="list-style-type: none"> <li>• Producing reports and opinions.</li> <li>• Compiling literature reviews and bibliographies.</li> <li>• Creating service and resource maps.</li> <li>• Informal communications, including face-to-face meetings, email communications and telephone conversations.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicates information accurately and efficiently in a manner that is relevant to the Mission's intended purpose.</li> <li>• Communicates information on time and in the format requested.</li> <li>• Communicates information directly to the Kaiwhakawhanake Pakihi (Business Development Leader) and not to third parties (unless otherwise agreed).</li> </ul>
<p><b>Research and information gathering</b></p> <ul style="list-style-type: none"> <li>• Academic literature reviews and internet searching.</li> <li>• Interviewing clients, staff, external service providers and other external stakeholders.</li> <li>• Creating and administering survey and questionnaire forms.</li> <li>• Attending presentations/seminars.</li> <li>• Other methods of obtaining information and data.</li> </ul>	<ul style="list-style-type: none"> <li>• Works closely with the Kaiwhakawhanake Pakihi (Business Development Leader) and maintains regular communication, including prompt notification of any potential issues or concerns regarding Mission policies.</li> <li>• Maintains high levels of personal integrity and represents the Mission in an appropriate, professional manner.</li> <li>• Adheres to all Mission policies, especially policies regarding client rights, use of data, privacy, and confidentiality.</li> </ul>
<p><b>Programme and service design</b></p> <ul style="list-style-type: none"> <li>• Supporting the design and development of new programmes and services.</li> <li>• Writing programme summaries and information documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Works closely with the Kaiwhakahaere (Operations Leader), Kaiwhakawhanake Pakihi (Business Development Leader) and Kaitiriwā Whakahaere Tikaka (Deputy Practice Leader).</li> <li>• Maintains a high standard of written English and produces work consistent with the Mission's strategic objectives.</li> </ul>
<p><b>Content and resource creation</b></p> <ul style="list-style-type: none"> <li>• Writing programme resources, including education materials and delivery support resources.</li> <li>• Collaborating with other Mission staff and third-party content creators.</li> </ul>	<ul style="list-style-type: none"> <li>• Works closely with the Kaiwhakawhanake Pakihi (Business Development Leader), Kaiārahi Tikaka (Practice Leader) and Kaitiriwā Whakahaere Tikaka (Deputy Practice Leader).</li> <li>• Maintains a high standard of written English and produces work that is consistent with the Mission's strategic objectives.</li> </ul>
<p><b>Accountability reporting and evaluation</b></p> <ul style="list-style-type: none"> <li>• Assisting with the production of accountability reports and programme evaluations.</li> <li>• Sourcing information necessary to complete accountability reporting and evaluation requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Works closely with the Kaiwhakawhanake Pakihi (Business Development Leader).</li> <li>• Prepares accountability and outcomes reports for grant and donor funding as required.</li> <li>• Maintains a high standard of written English.</li> <li>• Maintains high standards of accuracy and integrity.</li> </ul>
<p><b>Proof of concept and pilot delivery</b></p> <ul style="list-style-type: none"> <li>• Participating in the facilitation of proof-of-concept, trial, pilot and other early stage programme delivery to Mission clients where required.</li> </ul>	<ul style="list-style-type: none"> <li>• Works closely with the Kaiwhakawhanake Pakihi (Business Development Leader) Kaiwhakahaere (Operations Leader) and Kaitiriwā Whakahaere Tikaka (Deputy Practice Leader).</li> <li>• Adheres to relevant Mission policies relating to programme and service delivery to clients.</li> </ul>
<p><b>Programme coordination</b></p>	<ul style="list-style-type: none"> <li>• Works closely with the Kaiwhakawhanake</li> </ul>

- Coordinating the establishment and delivery of proof of concept, trial, and other early-stage programme delivery where required
- Supporting the transition of early stage programmes and services from the MMS development teams, led by the Kaiwhakawhanake Pakihi (Business Development Leader), to the MMS operational team, led by the Kaiwhakahaere (Operations Leader) and supported by the Kaitiriwā Whakahaere Tikaka (Deputy Practice Leader).

Pakihi (Business Development Leader) Kaiwhakahaere (Operations Leader) and Kaitiriwā Whakahaere Tikaka (Deputy Practice Leader).

- Adheres to relevant Mission policies relating to programme and service delivery to clients.

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#### **Training and development**

- Participates in all available and agreed training.

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#### **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 Kaiwhakawhanake Pakihi (Business Development Leader) regularly for the purpose of monitoring workflow and workload.
  - Participates in annual appraisal and work-planning if that meets the Mission policy requirements.
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### **10. Authorisations**

Staffing	No authority
Contractual	No authority
Financial	No authority

### **11. Relationships**

Functional relationships:	Kaiwhakawhanake Pakihi (Business Development Leader) Kaiwhakahaere (Operations Leader) Kaitiriwā Whakahaere Tikaka (Deputy Practice Leader) Mission funders Mission programme delivery partners Mission research and evaluation partners
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### **12. Person Specification**

#### **Skills & Knowledge**

##### *Essential*

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.

##### *Desirable*

Strong skills in Excel and database software.  
General understanding of the social service and educational sectors.

Competency in te reo Māori and tikaka with a willingness to upskill this further  
Strategic thinking and planning skills.  
Ability to learn and interpret new information quickly.  
Ability to understand and apply information from research and academic sources.  
Robust ethics and role boundaries.  
Excellent time management skills.  
Strong word processing, presentation and document formatting skills.

Networking and building relationships with iwi, rūnaka and the wider Māori community  
Ability to work effectively in diverse and multicultural environments.

### **Qualifications**

#### *Essential*

Undergraduate degree

#### *Desirable*

Post-graduate qualification (honours or above)

### **Personal Qualities**

#### *Essential*

Passionate about education, social service and/or social justice  
Ability to communicate and sell ideas  
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*

#### *Desirable*

Marketing, sales or investment roles  
Social services and/or educational roles.  
Research experience  
Experience with budgeting and forecasting

## **13. Authorisation of Job Description**



**Jimmy McLauchlan**  
**Kaiwhakawhanake Pakihi (Business Development Leader)**

**Date: 18 November 2020**