Community Enterprise and Project Development Manager

The NZFVWO is a national umbrella organisation. Our vision is for:

A strong voluntary welfare sector for a thriving equitable society

Our mission is: *To inform, inspire and advocate for voluntary welfare in Aotearoa New Zealand*".

Members, together with a range of funding sources provide the essential basis for our role in providing diverse information and advocacy activities, designed to build the strength and voice of the community and voluntary welfare sector.

We operate under a set of guiding principles and values—

- Developing trusting relationships and collaboration.
- Being proactive and innovative in our work and activities.
- Acting inclusively and relating to Maori as Tangata Whenua of this land.
- Modelling good practice.
- Operating from an ethical and social justice perspective.

Our values are—

- Culture of leadership
- Partnering
- Innovation
- Teamwork
- Excellence

Position purpose

- To manage the Federation's funding plans and processes to ensure our sustainability
- To develop and promote the concepts of community and social enterprise to assist in building a strong, self sustaining Community and Voluntary sector, and resilient thriving communities
- To represent the Federation in projects and programmes in response to identified needs and opportunities for strengthening voluntary and community sector organisations.

Reports to: Executive Director

Objectives

Community and Social Enterprise:

- Maintaining and building TechSoup New Zealand programme, including its promotion, ongoing development and management.
- Scoping and developing the Federation's emergent role in promoting Community and Social Enterprise.
- Developing strong collaborative relationships with other practitioners, organisations and networks.
- Developing alternative methods of income generation which serve the Federation's goals and increase our financial independence, using TechSoup New Zealand as an initial model, and building on its success.

Develop and implement funding plans for the Federation:

- Manage funding processes and relationships.
- Maintain calendar of applications and reporting.
- Develop relationships with funders.
- Research and test new opportunities for fundraising.

- Establish and report on clear goals and targets which build a strong and diverse financial base for the Federation.
- Report and discuss regularly
- Revise and develop at least annually

Collaborative Projects

- To represent the Federation in collaborative relationships and projects in the community and voluntary sector,
- Provide leadership and have active involvement in at least one project at any one time.
- Maintain relationships with a range of organisations about shared information strategies and tools across the community and voluntary sector.
- Help ensure the Federation remains relevant and connected with its members and the broader sector in New Zealand, by ensuring the development and maintenance of relationships with key regional organisations and networks.
- Maintain oversight of developing issues and trends in the community and voluntary sector and social development, and promote their discussion within the sector and the Federation.

Federation Development

- Work closely with Federation staff and the Executive Committee in planning and development of the Federation and its activities.
- To work with other staff and the Executive Committee to make connections and share experiences and insights across different roles.
- Develop a shared, overall picture and understanding of the Federation's mission and strategic objectives, and translate into project and funding activities.
- Assist with events such as campaigns, forums, seminars, and conferences, as required.
- In consultation with Executive Director, to manage responsibilities and involvement in activities and advocacy to build the strength and voice of the community and voluntary welfare sector.

Functional relationships

Staff team
Work closely with other staff members to develop strong links and connections between the different positions in the Federation office in order to develop strong basis of shared understanding and connections between roles.

Funders and potential partners
Develop relationships with philanthropic trusts, Government agencies, and funders and strengthen connections with business and other sectors as identified.

Contractors and project staff
Develop and maintain effective working relationships with other agencies and staff in collaborative projects and other initiatives.

Members of NZFVWO
*R*espond promptly to requests for information, and seek opportunities to engage with member organisations to understand their work and issues and follow up as they relate to this position.

Voluntary and community sector organisations and the public
Respond as able to all enquiries for information and advice, and develop continually develop our reach and contacts with community sector organisations and key partners and potential partners.

Competencies

Specific for the position

Social and Community Enterprise
Understanding of the concepts of social enterprise and community economic development, and the ability to translate these into action.

Community Development
Understanding of and commitment to the principles of community development.

Strategic Thinking
The ability to take a long-term, strategic view of the environment and issues, plan projects and programmes accordingly, and yet respond quickly to new challenges and opportunities.

Funding
Understanding of funding strategies, and experience and knowledge of range of fundraising activities and potential alternative sources of income for the Federation.

Planning
Ability to set clear targets and milestones as part of strategies and plans of the Federation.

Commitment to a diverse and healthy voluntary sector in New Zealand
Has a good understanding of the vision and role of the voluntary sector as part of contemporary society in New Zealand.

Relationship management
Ability to develop and maintain a range of effective collaborative relationships with key stakeholders for the Federation.

Communication Skills
Excellent written and verbal communication skills, including public speaking.

In common with other staff

Comprehensive experience and knowledge of the voluntary welfare sector.
Has previous experience in the social services sector and a good understanding of the structures and processes across voluntary, local and central government sectors.

Commitment to recognition of the Treaty of Waitangi
Has good understanding of a Treaty-based perspective in all aspects of work.

Team work
An independent thinker who can communicate well and work on a co-operative basis with other members of staff, and other part time and contract staff and volunteers

Able to work independently
Can be self-directing and manage own workload within the framework set by the Executive Director, and call on the experience and skills of other staff as needed.

Conditions
This is a full- time position of 40 hours a week, located in Wellington, requiring some availability to travel. (It is possible that in could also be managed by an Auckland based person)

Salary range $50,000 - $60,000, negotiable on skills and experience