

# COMMUNITY DEVELOPMENT MANAGER

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## Purpose of The Role

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The primary purpose of this position is to lead the collective performance of the Community Development function for the achievement of outcomes that strengthen the capability, capacity and performance of individuals or organisations to grow participation in physical activity. The Community Development team emphasises equitable and quality opportunities to be active, working to achieve improved wellbeing through increased physical activity including sport, active recreation, play and active transport.

The Community Development Manager will provide leadership, management, and support to develop and maintain a capable, diverse, and highly effective Nuku Ora Community Development Team that achieves and delivers on Nuku Ora objectives. The Community Development Manager will build and maintain collaborative partnerships both internally and externally and implement and lead regional networks and coalitions through a network leadership approach to connect and influence for change.

The Community Development Manager will have knowledge and experience in applying community development principles, understanding the operational functions of running a small to medium not for profit business and effectively reporting to a board. Inclusive and equitable practices will be reflected in the Community Development Managers approach to leadership and delivery of outcomes.

## Community Development Team Purpose

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Working with partner organisations, the Community Development Team will play both a lead and supporting role across the region to increase levels of physical activity including sport, active recreation, play and active transport to create healthier, happier, and better-connected communities towards a stronger Aotearoa. Embracing the principles of Te Tiriti o Waitangi, and our belief in the importance of inclusion and diversity, the Community Development Team will ensure that no one misses out.

To achieve this, the Community Development Team will focus on sectors within the population that are identified as being less active. Through advocacy, information sharing, coaching and supporting the development of individual, organisational and system wide leadership, the Community Development Team will strengthen the capability, capacity and performance of partner organisations.

Recognising that communities are different, the Community Development Team will adapt to meet the changing nature of physical activity and capability needs within communities, building networks, influencing and motivating individuals and organisations to help people become more active, healthier and happier.

## Role Accountabilities

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### Leadership and Management

- Management, leadership, mentoring and support of direct reports including performance and development, recruitment and retention, the development of individual key performance indicators and training and development plans.

- Lead the collective performance of the Community Development Team including oversight, alignment, and performance across populations, as well as building the capability of the team members to grow their knowledge across multiple populations.
- Alignment of Community Development Team to organisational direction, ensuring that team objectives, individual objectives, KPI's, and individual development plans reflect this.
- Ensure internal and external reporting requirements for Community Development team are completed in line with organisational expectations.
- Manage implementation of the Community Development Team communication plan and stakeholder management plan in line with the Nuku Ora Communication Strategy and Stakeholder Engagement Strategy.
- Contribute to Senior Leadership discussions and attend Senior Leadership meetings as required.

### **Relationship Management**

- Ensure key insights, patterns and themes are drawn from Community Development Team relationships managed across targeted populations that feed into knowledge management approach.
- Build and maintain relationships and partnerships with people and organisations to positively influence the provision of physical activity (including sport, active recreation, play and active transport) in the Wellington region. Ensure Community Development Team approach is proactive, customer-focused and reflects organisation expectations.
- Utilise seasoned facilitation skills to support a coordinated, collaborative approach across those working to impact on the capability of physical activity.
- Advocate the value of physical activity to partners and decision makers including the provision of research, analysis, and best practice.

### **Project Management**

- Offer high level strategic advice and support to targeted projects and organisations to improve capability and performance.
- Manage projects of significance allocated through annual business planning process.
- Provide leadership oversight to Community Development Team members, and Community Development Team programmes and projects. Ensuring that Nuku Ora delivers timely, quality service to support the outcomes of our contracts.

### **Budget Management and Revenue**

- Manage the overall Community Development Team budget within delegations and financial policies.
- Ensure financial targets are met for commercial ventures related to the Community Development team.

### **Strategy Development and Organisation Contribution**

- Contribute to organisational strategies and frameworks, collaborating with other Nuku Ora leaders.
- Ensure Nuku Ora strategies reflect insights derived from Community Development Team.
- Actively collaborate with other business units within Nuku Ora proactively looking for opportunities to add value.
- Ensure a good working knowledge is maintained of other Nuku Ora teams and their work, outcomes, and successes.

## **Key Relationships in Role**

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### **Internal**

- General Manager Delivery (reporting line)
- Community Development Advisors and Lead (direct reports)
- CEO
- General Manager Partnerships
- Regional Programme Managers
- Communications and Marketing Manager
- Partnership Managers
- Insights and Evaluation Manager/Advisor

#### **External**

- Sport NZ
- National and Regional Sports Organisations
- Schools and tertiary providers
- Territorial Authorities
- Regional Sports Trusts
- College Sport Wellington and other school sport organisations
- Professional Groups (e.g. HRINZ)
- HPSNZ – Wellington
- Physical Activity providers
- Relevant Government agencies

## **Key Things We Are Looking For**

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#### **Qualifications, Skills and Experience**

- Demonstrated achievement in leading a team that has delivered in an environment that requires the ongoing maintenance of effective relationships, consistent delivery and influencing to achieve results through collaboration.
- Effective skills and experience in people management
- Efficient communication skills, listening, written and oral
- Effective planning and reporting skills
- Excellent presentation skills
- Experience as a facilitator
- Stakeholder management skills and experience
- Time management skills
- Adaptability/flexibility
- Competent IT skills in Office365 including Outlook, Teams, SharePoint, and Dynamics

#### **Technical Skills and Knowledge**

- An understanding of the sectors supporting physical activity, especially play, active recreation, sport, and active transport
- An understanding of contract management
- Be able to develop a strategic approach to problems.
- Understanding of the system supporting physical activity in the region.
- Can simplify complex information and make it accessible to others
- An understanding of how a not-for-profit business functions and the ability to support partners to increase their capability in this area.
- Ability to be innovative and anticipate areas of focus
- Effective time management
- Accuracy and attention to detail

### Interpersonal and Intrapersonal Skills

- Tūhonotanga – building and maintaining good stakeholder relationships, individually and collectively internally and externally.
- Understanding of and affinity to Nuku Ora’s ‘Purpose’ and ‘Direction’.
- Aratakitanga – Acknowledging our leadership role and using it to enable and empower others.
- Ngātahitanga – being able to work together, internally, and externally, to achieve shared outcomes.
- Kairangitanga – constantly striving to attain the highest standards.
- Demonstrates self-motivation, resilience, and drive.

### What Being Part of the Nuku Ora Team Means

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- Support and demonstrate the Nuku Ora Way, a behaviour-based approach that identifies our desired behaviours or operating principles for how we want to operate as an organisation.
- Actively and positively participate as a member of the team, influencing the philosophy and culture of Nuku Ora, and committing to continued personal and professional development.
- Proactively looking for opportunities to improve the operations and performance of Nuku Ora and collaborating with others – Auahatanga.
- Adhering to all Nuku Ora procedures, policies, and guidelines.
- Demonstrating a commitment to and respect for the Te Tiriti O Waitangi and incorporating this into our work, and actively support Nuku Ora’s bicultural journey.
- Supporting Nuku Ora’s insights approach to deliver higher quality initiatives and interventions based on innovation and informed decision making enabling the organisation to better manage change and the ability to anticipate and influence the physical activity sector.
- Providing outstanding stakeholder engagement and management services, utilising Nuku Ora’s relationship management approach, the CRM system and relevant business rules.
- Ensuring diversity and inclusion is central to our work.
- Performing any other duties as needed and support other Nuku Ora initiatives such as events e.g. Round the Bays.

### Dimensions of the Role

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**Reports to:** General Manager Delivery

**Location:** Wellington

**People Responsibilities:** Up to 6 direct reports

**Grade:** 20

**Department:** Delivery

**Date:** December 2021

**Authorities:** As per Delegated Authority

**Fixed Remuneration:** \$92,713.50 - \$118,467.25