

Position Description

Upper North Island Regional Co-ordinator

Multicultural New Zealand



Reports to: Executive Director, Multicultural New Zealand

Relationships: MNZ Executive Director
MNZ Staff and Volunteers at the Wellington National Office
MNZ Members
Government agencies influencing ethnic migrant related policies including City Councils
Other members in the office
NGOs,
Mt Roskill Community
Other external stakeholders

Position type: 12 month fixed term contract, 15 hours per week.

The Organisation:

We are a national organization with constituent multicultural councils throughout New Zealand and national councils for women, youth, seniors and business. We offer a collective voice for multicultural councils and ethnic, migrant and refugee communities and provide advice to government and civil society on multicultural policy and practice. We work in partnership with other national organizations and foster collaboration to promote cultural diversity. We deliver a range of programmes including multicultural education and training, multicultural sports, settlement support programmes, youth activities and community capacity building. We have a record of 27 years' successful service to the community. We have just successfully completed a project supported by the NZ National Commission for UNESCO on multiculturalism as a precursor to a government and community action plan on multiculturalism and multilingualism.

Organisational Structure:

The Federation is governed by an Executive Team consisting of:

- President
- Vice President
- Immediate Past President
- Secretary
- Treasurer

The Executive Director assists the Board in its Governance role and leads the day to day operations, management of staff and volunteers.

Position Summary

The Regional Co-ordinator's role is to enable Multicultural New Zealand (MNZ) to achieve its primary objectives in the current strategic plan supporting the Executive Director in the strategy development and implementation as well as the Stakeholders (Government Agencies, Philanthropic Organisations, City Councils, NGOs and Community Groups) relationship management; marketing; and liaison with main funders and seeking additional funding.

The Regional Co-ordinator builds and maintains key relationships with Mt Roskill ethnic migrant and refugee communities, Upper North Island member organisations, stakeholders and volunteers and strategic partners to achieve strategic objectives of MNZ. The Regional Co-ordinator will report to the Executive Director based on the requirements of MNZ's business plan.

Key Strategies

The Regional Co-ordinator has responsibility for developing and implementing the MNZ programme and assist with business plan objectives that will enable MNZ to achieve its primary goals of leading, recognising and representing as collective voice for multicultural councils and ethnic, migrant and refugee communities and supporting member organisation.

Lead

Lead the development of new opportunities and good practice to increase the awareness of Multicultural policies and activities and enhance the quality of contribution from ethnic migrant and refugee communities across New Zealand.

Recognise

Promote the importance of ethnic migrant and refugee communities and volunteers, and how they support an expression of active participation, representation, giving, and value to community wellbeing.

Represent

Initiate representation of the interests of Mt Roskill community and Upper North Island RMCs by influencing policy, monitoring legislation, community development support and promoting cultural celebration through events and activities.

Key Responsibilities

- Articulates the mission and vision of MNZ to diverse community audiences in Mt Roskill through group presentations and individual meetings
- Create a positive awareness in New Zealand of MNZ's programmes and activities through marketing, promotion and public relations
- Effectively recruit, develop, retain and manage community groups to form Mt Roskill Multicultural Council
- Responds to community/stakeholders/donor questions and resolves issues in a timely manner.
- Promote the value of MNZ and engage with and support providers and communities at a regional and local level to improve outcomes for vulnerable children, families and communities.
- Support activities which ensure community develop

- Serves as information liaison between general public and the ethnic migrant and refugee communities
- From time to time, Coordinates meetings or workshops for Upper North Island RMCs and Ethnic migrant and refugee groups in the Mt Roskill community
- Builds relationships and develops funding strategies within account portfolio to maximize revenue, increase donor loyalty, and meet community impact objectives.
- To support a community, passionate about learning, that encourages pride, participation and excellence
- Works effectively in collaboration with other NGOs to form strategic partnerships to achieve programme goals and identify partnerships for the wider organisation
- Assist to represent ethnic migrant and refugee communities in Mt Rokill to ensure decision makers and key agencies are aware of issues that impact them
- Forecasts revenue projections and monitors progress of accounts throughout the workplace campaign.
- Collects data on the campaign, evaluates results, and proposes recommendations.
- Other duties as assigned.
- Assist to extend and support MNZ's membership and other stakeholders
- Ensure programme objectives includes clear goals and measures of performance which are achieved within agreed timeframes
- Ensure programme budgets are managed within agreed levels.

Person Specification

Qualifications

A relevant tertiary degree is preferred.

Required Skills

- Project management skills and understanding of key principles
- Demonstrates an understanding of Mt Roskill Ethnic communities and wider ethnic sector issues
- Ability to identify funding opportunities
- Facilitation and public speaking skills
- Community groups and volunteer management skills
- Proven ability in successfully managing internal and external relationships
- Demonstrating an understanding of Te Tiriti o Waitangi principles / protocols and working in partnership
- Highly developed written and verbal communication skills including report writing
- A willingness to take ownership and be held accountable
- Enthusiastic and committed to the work of MNZ and working with the staff and volunteers.

Desirable skills

- Financial management skills
- An understanding of and ability to relate to news media.