



Kāpiti Impact Trust

Capable Sector Project

Role Specification

Position	<u>Capable Sector Project Facilitator - Part Time Fixed Term Contract</u>
Position Purpose	To deliver phase 2 of of the Capable Sector Project
Reports to:	Business Manager.

About Kāpiti Impact Trust

Kapiti Impact Trust is a faith based organisation with a vision to develop multiple initiatives, which benefit the Kapiti community. We value a holistic approach to our work based on the Whare Tapa Wha model and want to work with our community to increase the well-being of all. We are committed to fostering a diverse team that represents the communities we serve, and to creating an inclusive workplace culture. Our team are passionate about helping people thrive and bringing about positive change in our community. We also support flexible working conditions and work to ensure the ongoing wellbeing of their employees.

About the Role

This key role will involve collaboration with Volunteer Kāpiti to deliver the Capable Sector Project Phase 2. The CSP Phase 2 is a 3 year project designed to further build the capability of the Kāpiti Coast's Social and Community Sector and is a 3 year project funded through Kāpiti Coast District Council's Social Investment Fund.

This role will focus on increasing collaboration and effectiveness across the sectors, ensuring that the Kapiti community sector has a voice in the Wellington region and developing an understanding of Te Tiriti of Waitangi to ensure it is woven into the local sectors' practice and understanding.

This leadership role has three main focuses:

1. The development and facilitation of a core group of Sector leaders, with input from the Project Leads. The goal of this core group is to empower groups and organisations to adapt, grow, collaborate and develop effective responses across the sector.
2. Increasing Iwi engagement and well-being within the Sector. The Sector's capability is affected by our responsiveness to Te Tiriti; our understanding of mana whenua and our history; our awareness of iwi aspirations and our responsibility to support those being activated.
3. Working with the Project Leads to ensure the Project is delivered effectively.

We are looking for an inspirational facilitator who can demonstrate they have the relevant experience and the focus to take ownership of this role.

Key Personal attributes

- A passion for community-led development.
- Committed to personal integrity with high level people skills and resilience.
- The focus and drive, to set clear goals, initiate and direct own activities to achieve them.
- A strategic thinker who has the ability to translate strategy into planned action.
- Highly organised with the ability to prioritise and plan time and projects effectively.
- Strong networking and relationship building skills.
- A willingness to challenge the status quo and look for innovative ways to achieve better results.
- Has an eye for detail, without losing sight of the bigger picture.
- A visionary leader and communicator who inspires others to contribute.
- Can articulate thoughts, to clearly and succinctly communicate ideas and plans.
- Works with clients and colleagues in a culturally sensitive manner.
- Demonstrates a commitment to and respect for Te Tiriti O Waitangi incorporating it into their work.
- Alignment to our kaupapa.

Key Deliverables

Growing Sector Vision and Identity

- Current and developing issues/challenges facing the Sector are identified.
- Future opportunities for growth and development in the Sector are captured.
- Engagement from stakeholders is identified and appropriate.
- Positive feedback of Project impact is received from stakeholders across the Project elements.

Facilitating the Leadership of the Core Group to drive the project forward

- Sector funding needs are communicated to key funders.
- There is increasing responsiveness to Te Tiriti O Waitangi across the sector .
- Relationships with other related/associated sectors are nurtured.
- Different community collaborations are developing.

Championing Iwi Wellbeing

- Iwi wellbeing is woven into each aspect of this project.
- Iwi representation is within the Sector Core Leaders Group.
- The Knowledge Hub includes resources and training opportunities to support organisations to understand and connect to Māori knowledge and understanding, which will affect their tikanga and their mahi.

Collaboration

- An effective collaborative relationship is established with the Volunteer Kapiti's Project Lead and other Staff.
- A strong relationship with Manaaki Kāpiti and Te Atiawa ki Whakarongotai, and other Iwi as appropriate, is nurtured and built to collaborate on the delivery of the "Championing Iwi Wellbeing" deliverables.

Key Accountabilities and Responsibilities

- Facilitate and manage the successful delivery within budget of KIT's workstreams outlined in the Capable Sector Project Phase 2 Contract.
- Provide the Business Manager with accurate information and progress reports.
- Adhere to all Kapiti Impacts Trust's procedures, policies and Health and Safety requirements.

Competencies and skills

- Previous community leadership experience including reflective practice.
- Knowledge of the issues and concerns facing the Kapiti community and its community organisations.
- Strong connections with local iwi and community organisations.
- Able to create a collaborative environment with community organisations and facilitate the development of a shared community vision and goals.
- Build effective relationships with community organisations, Iwi and KCDC.
- Consistently achieves planned outcomes and deliverables.
- Proven ability to facilitate meetings with diverse community organisations.
- Practices accountability, monitoring and evaluation of own performance.
- Proven skills in analysing data, information and feedback to provide quality reports and recommendations.
- Proven understanding of & commitment to Te Tiriti o Waitangi.
- Understanding of Te Ao Maori, Tikanga and use of basic Te Reo.
- Competent in the use of computer and digital platforms (Microsoft, Google Workspace)