



## Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	Pou Kaiārahi
Location:	Wellington ( <i>negotiable</i> )
Reports to:	Co-Chairs Governance Board
Hours per week	25 hours
Date Issued	21 <sup>st</sup> October, 2019

### Our Purpose

The Trust's charitable purposes are to be beneficial to communities in Aotearoa/New Zealand by promoting and strengthening the Sector, and to advance education within and about the Sector

- Te Whakakaha - Strengthening the collective voice of the Sector to build a stronger Aotearoa/New Zealand;
- Te Hāngai - Applying Te Tiriti o Waitangi in the context of the Sector's work and its contribution to charitable outcomes across Aotearoa;
- Te Whakatairanga - Engaging the Sector as a whole and enhancing its independence and relevance;
- Te Āwhina - Assisting the Sector to work collectively to progress their own aspirations and well-being – environmental, social, spiritual, cultural, economic;
- Te Whakawhanaungatanga - Creating opportunities for the Sector to connect and learn from each other;
- Te Whakanui - Promoting the unique characteristics and impact of the Sector;
- Te Tautoko - Supporting strategic advocacy and leadership development within and on behalf of the Sector to enhance charitable outcomes within Aotearoa;
- Te Tautoko - Supporting Māori self-determination and Tino Rangatiratanga within the sector;
- Te Whakapuawai - Developing the capacity of the Sector to succeed through meeting shared needs, supporting innovation, and participating in civic affairs.

### Our Core Functions:

Kōrero – a public voice for the community sector

Hui – being a forum for the community sector

Āwhina – practical support for the community sector

### Purpose of the role

The Pou Kaiārahi is a key leadership role, they will bring leaders together and facilitate greater engagement within the Sector and optimise the supporter's network to identify and activate opportunities for development and enable and empower communities. They will influence key

stakeholders (including government) and create opportunities to build Sector capacity and capabilities.

The Pou Kaiārahi, will be responsible for the day to day operations of Hui E! and ensures the organisation is sustainable. The success of the Pou Kaiārahi of Hui E! is synonymous with the success of the organisation's strategic plan. This includes:

1. Implement programmes and activities to meet the strategic goals identified by the Board of Trustees.
2. Ensure Hui E! has sufficient financial resources to deliver on the strategic plan
3. Ensure Hui E! fulfils all of its contractual obligations
4. Manage all staff, volunteers, and interns
5. Develop and maintain stakeholder relationships to achieve Hui E! goals
6. Work in partnership with the Board of Trustees

## Organisation Competencies

### Sector Focus

Is dedicated to meeting the expectations and requirements of external supporters of Hui E!; engages and acts in the interest of the sector; establishes and maintains effective relationships with supporters and key stakeholders.

### Integrity and Trust

Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

### Decision Quality

Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

## Management Competencies

### Strategic Agility

Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

### Planning

Accurately scopes out length and difficulty of task and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals, evaluates results.

### Dealing with Ambiguity

Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.

### Interpersonal Savvy

Relates well to all kinds of people—up, down, and sideways, inside and outside the organisation;

builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

### Key relationships

Internal	External
<ul style="list-style-type: none"> <li>• Governance Group</li> </ul>	<ul style="list-style-type: none"> <li>• Hui E! Supporters</li> </ul>
<ul style="list-style-type: none"> <li>• All staff and Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• NGO's, Iwi/Māori and Sector Organisations</li> </ul>
<ul style="list-style-type: none"> <li>• All staff and Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Semi-State and Government agencies</li> </ul>
<ul style="list-style-type: none"> <li>• Board Portfolio Holders</li> </ul>	<ul style="list-style-type: none"> <li>• Consultants and contractors</li> </ul>
	<ul style="list-style-type: none"> <li>• Others</li> </ul>

## Key Responsibilities

### 1. Implement programmes and activities to meet the strategic goals identified by the Board of Trustees. This includes but is not limited to:

- Organise and facilitate regional hui with the sector to build sector cohesion, and codesign and co-create responses that build civil society in New Zealand
- Obtain a mandate from the sector to lead conversations that build civil society in New Zealand
- With, and in response to the sector, identify and lead projects, programmes and activities that build civil society in New Zealand
- Monitor and review strategic plan progress and report to the Board accordingly
- Ensure all administration and operational aspects of the programmes, projects and activities are appropriately carried out
- Keep board informed of any issues or context that impacts on the strategic plan; and work with the board to ensure the strategic plan is relevant, responsive and aligns with the Theory of Change.

### 2. Ensure Hui E! has sufficient financial resources to deliver on the strategic plan. This includes but is not limited to:

- Develop and implement a fundraising strategy that ensures Hui E! is sustainable into the future
- Ensuring Hui E! and has sufficient funds to deliver on strategy and sufficient reserves to be responsive to the sector
- Lead significant funding raising initiatives
- Be responsible for significant fundraising relationships
- With the board, develop a budget and ensure the organisation operates according to budget constraints
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### 3. Ensure Hui E! fulfils all of its contractual obligations. This includes but is not limited to:

- Ensuring all reports and obligations to stakeholders are upheld

- Keeping the board informed of all risks facing the organisation
- Ensuring Hui E! fulfils all of its legal obligations as a Charity

**4. Manage all staff, volunteers, and interns. This includes, but is not limited to:**

- Being responsible for the recruitment and supervision of all staff, volunteers, and interns.
- Keeping the Board informed of all staff requirements and any staffing issues
- Ensuring all HR policies and procedures are lawful and ethical, and staff are managed according to the values of the organisation.

**5. Develop and maintain stakeholder relationships to achieve Hui E! goals. This includes, but is not limited to:**

- Building appropriate relationships with government, commercial and community sector representatives
- Acting as spokesperson for Hui E!
- Ensuring all stakeholders are receiving regular communication from Hui E! that builds connectedness and a strong civil society
- Representing Hui E! in relevant sector networks, collaboration and other activities that further Hui E!'s goals
- Ensuring Hui E! is accountable to its supporters (including an AGM)

**6. Work in partnership with the Board of Trustees. This includes, but is not limited to:**

- Participating in all board meetings
- Preparing a brief bi-monthly report to the board
- In collaboration with the Chair, preparing an annual workplan that aligns with the strategy goals and annual budget
- With the board develop and monitor a Theory of Change
- Ensure the board has appropriate administration support

### Person Specification

It is expected that the incumbent will be able to demonstrate the following personal skills and attributes, and professional skills and knowledge:

- At least 5 years' experience within a senior leadership role, with strong community sector networks would be an advantage
- Substantial track record in building stakeholder relationships at diverse levels
- Demonstrated knowledge of, and ability to actively work within the parameters of, the Treaty of Waitangi
- Knowledge of public policy
- Knowledge of the voluntary and community sector
- Thorough understanding of management accounting principles and statutory audit requirements.
- A strong focus on strategy and planning for deliverables and results
- Excellent oral and written communication skills

- Innovative thinking, with proven ability to find new approaches and solutions
- Sound knowledge of information technology
- Has the ability to work independently and to appropriately self-manage within the context of organisational requirements
- Relevant tertiary qualification or experience

**Other Requirements**

- Willing to travel and work remotely to fulfil job requirements.

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee Date

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Co-Chair (HR Portfolio) Date