

**POSITION DESCRIPTION**

**Position: Community Grants and Partnerships Advisor**

**Team:** Community Strategies

**Group:** Community Wellbeing & Services

**Responsible To:** Community Strategies Manager

**Responsible For:** Nil

**Organisational Context:**

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| Chief Executive |
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| Group Manager: Community Wellbeing & Services |
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| Community Strategies Manager |
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| Community Funding and Partnerships Advisor |

**Tirohanga Whānui** - **Council’s Vision for the Community**

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

**Kaupapa Mātāmua - Our Organisational Mission**

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

**Ngā Uara – Our Values**

**Te Mahi Tahi - Working Together**

* We work collaboratively
* We are flexible and creative
* We celebrate our successes and have fun

**Te Whakaaweawe - Making a Difference**

* We strive for excellence
* We are all accountable
* We serve our community with pride

**Mana Tangata - Respecting Others**

* We are inclusive
* We are honest and reliable
* We act with integrity and professionalism

**Oranga Tangata - Supporting Wellbeing**

* We encourage life balance
* We care for our work whanau
* We bring a positive attitude

#### Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

**Context**

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

* Economic - a sufficient and supportive economy
* Environmental - a healthy environment and people
* Social – a safe and inclusive place
* Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

**Purpose of Position**

**This role is part of the Community Wellbeing and Services Group.** The Group includes Aquatics and Splash Planet, Camberley Community Centre, Flaxmere Community Centre, Hastings District Libraries, Hastings Sports Centre, Te Whare Waiaroha, Security, Senior Housing, Community Development, Youth Development, Community Safety, Welcoming Communities, Community Grants, Hastings City Art Gallery and Toitoi Hawke’s Bay Arts and Events Centre.

The Community Wellbeing and Services Group comprises activities and services that support and uplift communities in their aspirations to be connected, safe, engaged and fulfilled in their lives, contributing to social, cultural, economic and environmental well beings. These services deliver a range of programmes, services and outcomes responding to community need, diversity and opportunities to support community’s aspirations.

Although part of the Community Wellbeing and Services Group this position will have important connections with the rest of the organisation.

**The purpose of this position is** to manage and facilitate the implementation of Council’s community grants that support local community groups and organisations to work with Council to meet the current and future needs of the community. This position also seeks to obtain external funding to support the implementation of Council’s strategies, plans, programmes and projects.

**This will be achieved through:**

* Managing the Community Grants portfolio which consists of Single-Year Community Grants, Multi-year Strategic Community Partnership Fund, Rural Halls Maintenance Fund and any other internal grants as identified in accordance with the Community Grants Framework.
* Supporting the delivery of other Council grants programme, including Creative Communities.
* Supporting the development, resourcing and delivery of community plans, strategies and programmes required.
* Reviewing, monitoring and reporting on how grants are distributed, managed and whether outcomes are met or not.
* Reviewing the grants allocation process annually.
* Implementing and continuously developing a programme that supports community groups and organisations to successfully apply for grants through providing guidance, support and capability building.
* Developing and implementing and regularly reviewing the internal monitoring process of external grants being applied to and delivered in Community Wellbeing and Services.
* Identifying external funding opportunities for the Community Wellbeing and Services Group.
* Applying for external funding, and assisting to manage the budget and report on behalf of the Community Wellbeing and Services Group.
* Supporting other Council areas to apply for funding as required.
* Take a strategic and collaborative approach to relationships with central government and communities to secure appropriate resourcing for community initiatives.
* Active partnership and relationship building, including actively participating in the Hawke’s Bay Funders Forum.

**Other**

* We all have responsibility for Health and Safety, therefore the staff member in this role shall:
	+ Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
	+ Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
	+ Promptly and accurately report and record any workplace injuries and incidents.
* Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
* Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
* Such other duties as may be allocated by the manager from time to time.

**Key work areas for which this position will have a responsibility are:**

* Relationship management with Council committees and committee members.
* Relationship management with external grant applicants.
* Relationship management with strategic stakeholders and the wider community sector.
* Management of community grant funding rounds, including reporting and communication of funding rounds and outcomes to Council, Committees and community.
* Hosting funding workshops.
* Community engagement.
* Marketing and promotion of the Grants and other funding opportunities.
* Grant applications on behalf of the Community Wellbeing and Services group.

**Important Functional Relationships**

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| ExternalPublic Community groups and organisations Hawke’s Bay Funders ForumSuppliers/vendorsOther Local Authorities Central government departments (e.g. MSD) | InternalCouncillors Community Wellbeing and Services Staff Democratic SupportAsset Management Staff Strategy & Development Staff Health and Safety Staff People and Capability Staff Finance Staff Pou Ahurea TeamOther Council Staff | Committees/GroupsRural Community BoardCivic Development CommitteePerformance and Monitoring CommitteeStrategy and Recovery CommitteeCommunity Wellbeing SubcommitteeOther relevant committees and groups internal and external to Council |

**Person Specification**

**Qualifications**

* A relevant tertiary qualification and/or experience in community development, community contract management and grants/funding or similar discipline is essential.
* Demonstrated experience of working with and within the community.

**Knowledge/Experience**

* Experience in leading and managing grants.
* Experience in development and delivery of community strategies.
* Project, budget and contract management experience.
* Experience, sensitivity and skill in working with Māori and Pasifika communities and young people.
* Experience in working with people from diverse backgrounds.
* Ability to apply tikanga protocols while working across the sector.
* A strong ability to identify, initiate and implement projects through to the delivery of outcomes in the community.
* An ability to get the job done and to deliver real outcomes.
* Facilitation and interpersonal skills to establish and maintain effective working relationships, particularly with community organisation and committees.
* A high level of presentation and report writing skills to update Council, Committees and community on the Grants and opportunities available.
* Advocacy and communication skills, both verbal and written.
* The ability to prioritise, be organised and work on multiple projects.
* Computer literacy, including Microsoft 365 and database systems.

**Key Personal Competencies**

* Able and willing to work outside normal business hours (evenings, public holidays and weekends).
* Demonstrated ability to establish rapport and develop good relationships with community groups/organisations, key stakeholders, committees and Council.
* Strong relationship management.
* Multi-tasking abilities.
* Organisation and planning skills.
* An understanding of the principles of the Treaty of Waitangi, and its application in the community and workplace.
* The ability to relate to people from a diverse range of communities.
* Able to work well under pressure.
* Excellent communication skills.

**Personal Attributes**

* The ability to lead and be part of a wider team.
* A passion for working with the community.
* Have the ability to think innovatively.
* Energetic, enthusiastic and motivated to work with our communities.
* Strong proactive approach and ability to initiate action.
* Excellent customer service and communication skills.
* Conscientious, honest and reliable.
* An understanding of, and empathy for, the culture of distinct communities.
* Proactive and passionate about making a difference.
* Have a high level of motivation and commitment.
* A sense of humour.
* Cultural sensitivity.
* Empathy.
* Emotional intelligence.