

Location	Thames Coromandel District	
Reports to	Community Resilience Manager	
Group	Community	
Direct Reports	nil	
Financial Authority	Nil	
Functional Relationships	<i>Internal</i> Community Resilience Manager, GM Community and the group's leaders, Community Development Officer, Chief Executive and Executive Leadership Team, Senior Managers and TCDC staff	<i>External</i> Council Committees, representatives of local Iwi, members of the public, social services agencies, Government organisations, interest groups and community groups

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of being **up Front**, **Accountable** and **Better together**.

How you fit

The **Community Partnerships Co-ordinator** will promote the social and cultural well-being of the communities in the Thames-Coromandel district, considering physical, financial, human, social and environmental sustainability.

The role will continually build and maintain strong relationships (regionally and nationally) to further progress community development projects and prosperity of the district.

The role supports Council and its stakeholders to make informed decisions. It will also contribute to the strategic plan for community development that will enable council, stakeholders and communities to bring about social change and improve the quality of life in their local area.

Your responsibilities

Accountable for	Successful when
Community Partnerships	Quality partnerships are developed with stakeholders; mapping the landscape of community organisations. Connections are built into the district, region and local communities as well as building internal influence across the organisation for consideration of social equity in each Council service and activity. Capacity of the community sector to link community experience to public policy is strengthened and developed, both at a local and central government level; so that communities can successfully take charge of their own development on a sustainable and resilient basis. Communities are enabled to determine the things they care about and empowered to design, prioritise and deliver local initiatives, with opportunities provided for meaningful engagement and participation in public life. The Councils' reputation is enhanced, relationships formed and maintained with the community and Iwi are recognised and supported as key partners. Key focus areas of community sector development include: • Māori/iwi • Youth development • Positive aging • Community safety • Housing • Employment and Education • Creative and Cultural Collaboration is encouraged between government and non-government agencies to aid community development, projects and programmes. Helping support a monitoring framework, which is being developed and maintained, encompassing social, economic and environmental performance measures, to enable communities and TCDC to evaluate community sustainability. The organisation is supported to deliver its functions, with social equity being promoted in the planning of specific wellbeing priorities in council planning.
Community Development Strategy and Programme	Effective contribution is provided to the development of a Community Development Strategy in the Thames-Coromandel district. Community based projects and programmes, that achieve social outcomes, are developed and implemented. Community led initiatives are enabled, facilitated or supported to deliver on communities' aspirations.

	Community safety initiatives are developed, implemented and managed in keeping with Council's strategic direction.
Managing Strategic Relationships	Enduring relationships are built with key stakeholders, including, iwi groups, community groups, government agencies, schools, funders local social providers and other local authorities, that ensure collaborative and positive working relationships so that organisations and the community are engaged in and enabled to develop community wellbeing now and into the future. Consequences of actions in the political and local government environment are anticipated and issues mitigated. Interactions are conducted diplomatically and with integrity to maintain credibility and confidence of the Council as well as the local community. Keep up to date with community development initiatives undertaken in other communities and maintain positive sharing relationships with other local authorities and providers.
Organisational Support	Civil Defence and Emergency Management training and activities are participated in. The Civil Defence and Emergency Management Team is supported with recovery functions. Knowledge and skills are shared and other staff are supported. Procedures, information systems and policies are documented and complied with. Appropriate and agreed continuous professional development is undertaken. Other duties may be requested by the manager to support the business unit.
Health, Safety & Wellbeing	All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction. All reasonable workplace health and safety policy and procedures are followed. Any reasonable instructions given are complied with. A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.
Te Tiriti o Waitangi	Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Community Partnerships Co-ordinator* will need the following to succeed:

Education / Training	Tertiary qualification in social science or other relevant subject, or equivalent experience in a similar role.
Experience, knowledge, skills and attributes	Relevant experience in community led development roles, social sector or similar, with a strong understanding of community and social issues. Extensive experience in developing successful funding strategies, preparing high-quality funding applications, and securing external investment through grants, philanthropic organizations, government agencies, and strategic partnerships to enable sustainable community outcomes. Recent experience working in local government in the community development sector with government agencies and community groups. Must understand the conventions, forms and objectives of government/local government in NZ and its operating environment. Excellent communication, interpersonal and team-building skills; good listening skills; research and report-writing skills, and the ability to interpret or present data. Experience of project management processes. Strong strategic ability, able to drive and influence decisions confidently with highly developed interpersonal and communication skills Encourages creative thinking and ability to be bold in suggesting new solutions. Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability.

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

.....

Employee

.....

Date

.....

Employer

.....

Date