

Job Description

Job Title	Community Activation and Office Support – Albany Community Hub - Te Pokapū ā-Hapori o Ōkahukura
Organisation	Harbour Sport
Prepared	September 2022
Locations	Albany Community Hub - Te Pokapū ā-Hapori o Ōkahukura , Harbour Sports House, Stadium Drive, Albany
Term	Permanent Part Time, 20 Hours Per week

Background

Harbour Sport has been contracted to run the facility, Albany Community Hub - Te Pokapū ā-Hapori o Ōkahukura. We as managers of this venue align strongly with the Upper Harbour Local Boards outcome to “Support initiatives that build local resilience in the community by funding programmes, activities or events that help build local capacity and encourage social connectedness” (Upper Harbour Local Board Plan 2020) is essential in the utilisation of the facility.

Our role is to support the activation of the facility which allows for community access with considered curation and coordination ensuring there is a wide range of activities meeting the wider community needs and interests.

Harbour Sport’s vision is to have ‘A Community Physically Active for Life’ by inspiring, empowering and strengthening the community through sport and physical activity. The Albany Community Hub is a multi-functional, accessible, supportive facility connecting Albany’s old and new communities. It has 4 areas that are for hire to the public, local community organisations and local business, a communal garden and lovely undercover outdoor space.

Harbour Sport Values

<p><u>Integrity</u></p> <p>In the practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles</p> <ul style="list-style-type: none"> • Communicate clearly and consistently • Be accountable for your words and actions 	<p><u>Respect</u></p> <p>Is the practice of treating or thinking about something or someone</p> <ul style="list-style-type: none"> • "How can I help?" • "what can I do?" • Listen to understand 	<p><u>Leadership</u></p> <p>Is the practice of acting in a way that shows others how to act.</p> <ul style="list-style-type: none"> • Come prepared. • Lead with passion.
<p><u>Whakawhanaungatanga</u></p> <p>Is the practice of establishing links, making connections, and relating to the people one meets by identifying in culturally appropriate ways</p> <ul style="list-style-type: none"> • Be authentic • He Tangata. • Value our people 	<p><u>Inclusive</u></p> <p>Is the practice of allowing all kinds of people to belong.</p> <ul style="list-style-type: none"> • Involve everyone (where applicable). • Include yourself. • If it involves me, talk to me about it. 	

Job Purpose

The purpose of this position is to assist the with Hub facility operations and bookings. This involves the day-to-day bookings management as well as assisting with projects and events to drive facility awareness and use by the community.

Your primary functional purpose is to support with office operations such as bookings, emails and liaising with hirers. As well as this, basic assistance with the running of community led events, workshops, and campaigns.

Key areas of role and responsibilities

Ideally you have 2 years' experience predominantly in admin or operations, experience and a keen passion in community development and community events.

- You have experience in day-to-day facility operations.
- You have experience managing online bookings
- You have experience in designing fun, engaging social content and are confident using design programs such as Canva and MailChimp.
- Respond to incoming communication and where possible deal with the enquiry directly, or otherwise direct queries to the appropriate person.

- Confidence in liaising with community members and organisations
- Experience working with diverse community groups such as ethnicity, age, gender etc...

Experience and Knowledge

Essential

- Ability to help plan and promote and implement events.
- Passion for the local community
- Experience working with community groups
- Self-motivated with a high degree of initiative, versatility, and flexibility.
- A positive “bubbly” personality and good sense of humour.
- Customer service oriented – able to manage all types of people maintaining a friendly manner.
- Systems orientated with sound administration knowledge.
- Experience in providing support to management positions.
- Highly developed organisational skills

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.