

## Job Description

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<b>Job Title</b>	Community Resilience Activator
<b>Organisation</b>	Harbour Sport
<b>Prepared</b>	March 2024
<b>Locations</b>	The Harbour Sport office is based in North Harbour Stadium, and the Activator is based at the Albany Community Hub; however, a considerable proportion of time will be spent in the community, especially Oteha Valley, Ponderosa, Fairview Heights and Pinehill areas - as well as the wider Albany area.
<b>Term</b>	<b>Project Based Contract May 1<sup>st</sup>, 2024 – June 30<sup>th</sup>, 2025</b> 25 Hours per week (NB: may have some flexibility – please discuss) Working times are flexible – some evening and weekend work will be required.
<b>Hourly Rate</b>	\$28 - \$31 Hour dependent on experience, and capability
<b>Commencement</b>	As soon as available, ideally by the beginning of May 2024

### Background

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. We have been contracted to run the facility, Albany Community Hub - Te Pokapū ā-Hapori o Ōkahukura. We as managers of this venue align strongly with and contribute to the Upper Harbour Local Board's outcome "*Empowered, connected and resilient Upper Harbour communities*" (Upper Harbour Local Board Plan, 2020) which is essential in the utilisation of the facility.

Harbour Sport, through the Albany Community Hub is focussed on creating empowered, connected, and resilient communities and has been facilitating this in Albany since 2022. We have been asked to lead a new "Upper Harbour East Community Resilience Project" utilising our capabilities, experience, and learnings to empower neighbouring communities to be strengthened and supported as they too experience rapid growth in population and changing demographics.

### Overview of Role

The Community Resilience Activator is a new role designed to strengthen community connection and resilience and develop and support a community-led approach to sustainable emergency resilience planning enabling the community to prepare, respond, recover and adapt to emergency situations.

The purpose of the Community Resilience Activator role is to support initiatives across Albany which build local residential networks and grow community connection, resilience and emergency readiness. The work will address the needs of all communities that live, work, study and play in Albany with a focus on the communities of greatest need and the dormitory suburbs of Pinehill, Oteha Valley, Fairview Heights and Ponderosa. The deliverables from this work will help to inform best practice across the Upper Harbour Local Board communities around emergency preparedness and facilitate a deeper understanding of community emergency resilience planning within the recipient

organisation and other community stakeholders. The successful candidate will be working closely with targeted communities, Harbour Sport and Albany Community Hub teams, as well as Emergency Resilience experts.

You will achieve this by:

- helping to build strong, self-reliant, inclusive, and connected communities.
- supporting the establishment and growth of social networks at neighbourhood and suburb levels which will enable everyone to have a better chance of meeting and withstanding challenges, respond in times of hardship and in a crisis.
- providing support in local neighbourhoods and learning from and contributing to networks across the Upper Harbour Local Board area.
- engaging and collaborating with local community stakeholders and groups, as well as drawing on the skills and resources of external experts, Auckland Emergency Management and Auckland Council, to help develop a strategic approach for the building of community capacity to adapt, prepare, respond, and recover in emergency situations.
- building relationships with Upper Harbour community partners and leveraging best practice

### Harbour Sport Values

<b>Integrity</b> <ul style="list-style-type: none"> <li>• Be professional</li> <li>• Be authentic and keep ourselves accountable</li> <li>• Walk the talk</li> </ul>	<b>He Tangata</b> <ul style="list-style-type: none"> <li>• Value diversity and the community voice</li> <li>• Have respect for and be respected by the community</li> <li>• Take time to understand others</li> </ul>
<b>Leadership</b> <ul style="list-style-type: none"> <li>• Lead with excellence</li> <li>• Be innovative, receptive, and adaptive to the changing environment</li> <li>• Continuous improvement</li> </ul>	<b>Passion</b> <ul style="list-style-type: none"> <li>• Be enthusiastic, energetic, and positive in everything we do</li> <li>• Inspire others</li> <li>• Go above and beyond</li> </ul>

### Primary Areas of Responsibility

Key Performance Areas	Desired Outcomes
Lead, enable and deliver community development initiatives	<ul style="list-style-type: none"> <li>• Develop community initiatives that are effective in strengthening community resilience, meeting identified community needs, and that build connectedness within and between groups.</li> <li>• Deliver initiatives safely and in line with ACH and HS Protocols &amp; procedures and Council and legislative requirements.</li> <li>• Develop communication and promotional material on time and within budget.</li> </ul>

Capacity Building	<ul style="list-style-type: none"> <li>Effectively support and develop leadership and organisational capacity within Ponderosa, Pinehill, Oteha area as well as supporting this in wider Albany area.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>Build and maintain a network of respectful relationships across targeted communities.</li> <li>Work collaboratively with key partners.</li> <li>Contribute to and help establish as appropriate strong community networks.</li> <li>Help local groups to be well connected to Upper Harbour Local Board, Auckland Council and relevant community networks, supporting their voice to be heard and to have their say in decisions that affect their community</li> </ul>
Budgeting, Funding Applications &	<ul style="list-style-type: none"> <li>Develop and adhere to budget for community initiatives and resourcing.</li> <li>Actively seek and develop new funding sources to enable the ongoing funding of this project</li> </ul>
Evaluation, reporting and advocacy	<ul style="list-style-type: none"> <li>Be aware of and connected to community issues and priorities.</li> <li>Ensure that information is gathered and shared in a regular and systematic way from all community work.</li> <li>Evaluate and demonstrate the impact and results of this project, reporting in a clear and timely way to funders and other stakeholders and advocate for developing concerns and issues.</li> <li>Meet reporting requirements from project funders, Upper Harbour Local Board and Harbour Sport, Albany Community Hub.</li> </ul>

### Secondary Areas of Responsibility

Albany Community Hub Support	<ul style="list-style-type: none"> <li>Support ACH-facilitated Albany community initiatives and events as required.</li> <li>Assist in any ACH, or locally directed, community-led response to an emergency as able and appropriate.</li> <li>Assist with ACH Community Venue related tasks when working on-site, as required.</li> </ul>
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### Applicant Qualifications & Experience

	Expected	Desired
Qualification	Current full NZ Driver license	Tertiary qualification in relevant discipline.
Experience	Experience in community development or related field for 2+ years	Experience of developing and then implementing new community initiatives in response to identified needs.

	Willingness to become an integrated part of community life in Albany area	Currently live in, or willing to move to, or have existing strong knowledge of these areas
	Understanding of Te Tiriti o Waitangi.	Experience and knowledge of working with cross cultural contexts. Experience working with mana whenua/mātāwaka communities
	Experience of working with Asian Communities	Demonstrable cultural competence and skills working with diverse migrant communities.
	Understanding of how Local Government works and experience of working with governmental agencies to promote positive community outcomes.	Knowledge and experience of working directly with Auckland Council and Upper Harbour Local Board.

### 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 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 is necessary to fulfil the purpose of the job.