

Job Description

Job Title	Community Activator – Greater Albany
Organisation	Harbour Sport
Location	Harbour Sport Office, Albany Community Hub and community settings across Greater Albany
Term	Fixed-term contract, 12 months (full-time)
Manager	ActivAsian Manager

Organisational Context

Harbour Sport's vision is *"A community that is passionate about being physically active and healthy."* Through our partnership with Albany Community Hub and the Upper Harbour Local Board we foster connected, empowered, and resilient communities. Greater Albany's diverse suburbs face every day social challenges with this role building on previous community-led mahi to amplify local leadership and weave connections that enable communities to thrive.

Harbour Sport Values

Manākitanga (Respectful care and support)	Rangatiratanga (Leadership with integrity)	Whanaungatanga (Inclusive connection and community)
Manaaki i te katoa (care for all) Act with kindness and respect in every interaction	Whakatika i te ara (walk the right path) Lead with truth, integrity and courage, even when it's hard	Whakawhanaungatanga (strengthen connections) Create spaces where everyone feels seen, heard and valued

Role Summary

Champion a community-led development (CLD) approach to grow empowered, connected and resilient communities across Greater Albany and neighbouring suburbs. Working alongside local residents, community organisations and the Albany Community Hub, you will design, deliver and support initiatives and local activations that strengthen neighbourhood networks, develop local leadership, amplify community storytelling and placemaking, and build connection, resilience and emergency readiness.

With Albany's population expanding and diversifying, particularly among ethnic communities, this role champions inclusive, culturally responsive community-building so everyone who lives, works, studies or plays in Albany feels connected and involved. A key focus is advancing the Upper Harbour Ethnic Peoples Plan (UHEPP) by fostering cross-cultural relationships and supporting relevant local initiatives.

Key Responsibilities

- **Neighbourhood Activation** – Facilitate resident-led activations across Albany's central and dormitory suburbs to strengthen social connection, identity and resilience
- **Community Development Plan** – Co-develop and deliver a community development plan with Council partners, aligning priorities, activities and resourcing to Upper Harbour Ethnic Peoples Plan and Upper Harbour Local Board objectives
- **Capability & Leadership** – Build local capability via peer learning and skills workshops, mentoring resident leaders and enabling inclusive participation, particularly across ethnic communities
- **Emergency Readiness Coordination** – Convene and support Albany Emergency Working Group and the Albany Community Resilience Network, and co-design simple, trusted emergency response with residents and agencies
- **Partnerships & Shared Learning** – Broker relationships with community organisations and the Upper Harbour Ethnic Advisory Circle to coordinate action, share learning and grow leadership in community development
- **Monitoring, Evaluation & Reporting** – Track progress through stories of change, participation and feedback data, and submit quarterly reports to drive continuous improvement

Relationships

Establish and maintain effective relationships with key stakeholders including:

- Upper Harbour Local Board
- Albany Community Hub
- Local residents and community leaders
- Mana whenua
- Community organisations and schools
- Emergency management agencies
- Harbour Sport Staff

Candidate Profile

Essential

- Demonstrated experience applying CLD or asset based approaches
- Background in community development or a related field
- Proven ability to engage with and mobilise diverse communities (including Asian and Middle Eastern, Latin American and African groups)
- Skilled facilitator with excellent relationship building and communication skills
- Strong written and spoken English and the ability to write in plain language
- Competent user of Microsoft 365 and online collaboration tools
- Full, clean New Zealand driver's licence
- Available to work evenings/weekends as required
- Able to obtain a satisfactory Police Vet and first aid certificate

Desirable

- Lives in Greater Albany
- Holds knowledge of and existing networks in Greater Albany and neighbouring suburbs
- Qualification or training in Project Management, CIMS, or emergency management
- Bilingual, fluent in an additional language

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.