

SINT Coordinator: POSITION DESCRIPTION

Job Title:	Coordinator	Travel Required:	Some requirement for travel
Location:	Nelson/Tasman	Position Type:	6-month contract 20 hours per week (flexible)
Background			
<p>Social Impact Nelson Tasman (SINT) is a virtual hub designed to bring people together in a structured way to achieve social change through social enterprise. The key commonality of all social enterprise is social impact. Social enterprise provides a means to improve social wellbeing, environmental sustainability, and economic performance. A wide range of organisations can and do deliver social enterprise.</p> <p>Social enterprise is less about the “who” and more about the “what”. Social enterprise encompasses community enterprise, Maori enterprise, commercial enterprise, and everything in between - it's about moving all businesses towards the middle of the continuum.</p> <p>SINT is part of the Social Enterprise hubs programme being coordinated and supported by Ākina Foundation along with Bay of Plenty, Northland, Whanganui, Wanaka, Taranaki, Waikato and Palmerston North.</p> <p>Social Impact Nelson Tasman will not be reinventing the wheel, we aim to be a solutions connector and collaboration coordinator. Ultimately, our key objectives are:</p> <ul style="list-style-type: none"> • Improved social, environmental and economic outcomes across the region. • Increased innovation in community and public service provision. • Increased impact enterprise as a feature of procurement in our region. • Creation of jobs and training opportunities, especially for young people. • Communities developing their own solutions, leading to resilient local economies. • Greater engagement between the business and community sectors. <p>We have secured funding to contract a part-time coordinator to support the first key steps in our journey.</p>			
Role Purpose			
<p>The coordinator’s role is a six-month contract designed to fulfill some key initial functions and projects including:</p> <ul style="list-style-type: none"> • Development of a sustainability strategy to support ongoing financial viability. • Secure funding through grants, contracts, in-kind support, service delivery and/or partnerships. • Development of a regional Social Enterprise needs assessment and gap analysis. • Assessment of social enterprise opportunities and any “quick wins”. • Identification of opportunities to partner with local businesses. • Increase awareness of the benefits of social enterprise and help profile and promote local and national examples. • Community engagement, networking, event management and promotion. • Develop positive and collaborative working relationships and partnerships. 			
Job Description			
<p>Funding & Financial</p> <ul style="list-style-type: none"> • Development of a sustainability strategy to support ongoing financial viability. • Determine funding partners and maintain relationships / reporting requirements. • Identify potential source of funds e.g. sponsorship, grants, contracts, partnerships etc. • Prepare grant applications, sponsorship proposals etc. • Monitor budgets and ensure funds are allocated as per any funding requirements. 			

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Strategy Development

- Development of a regional Social Enterprise needs assessment and gap analysis.
- Development and maintenance of a regional social enterprise database.
- Assessment of social enterprise opportunities and any “quick wins”.
- Identification of opportunities to partner with local businesses.

Communications & Community Engagement

- Set up and administer events on behalf of SINT.
- Attend and run community forums, workshops and conversations.
- Identify and engage with key stakeholders.
- Write media releases, social media posts, reports and other communication materials.
- Increase awareness of the benefits of social enterprise and help profile and promote local and national examples.
- Develop positive and collaborative working relationships and partnerships.

Administration

- Provide monthly reports to the SINT Working Group
- Respond to queries.
- Work with other regional hubs and Ākina Foundation as required.

Person Specifications

Background:

- Experience working with or volunteering for a not-for-profit organisation
- Excellent written and verbal communication skills
- Have effective event management skills
- Experience in securing funding
- Experience in research and strategy formulation
- Excellent ICT skills including word, excel and social media
- A background in sales, marketing, fundraising, event management and/or small business desirable but not essential.

Preferred Skills:

- Ability to work independently and to self-motivate
- Be personable, enthusiastic and approachable
- Have excellent organizational and time-management skills
- Be good at prioritising work and meeting deadlines
- Be committed to the advancement of the community
- Ability to create positive and healthy working relationships and partnerships
- Ability to engage with not-for-profit organisations and for-profit businesses
- Ability to work with different communities and communities of interest
- An understanding of and interest in social enterprise and social impact

Additional Notes:

- The Coordinator can choose to work from home or be located at the Mahitahi Colab.
- Most meetings are held at the Mahitahi Colab.
- Own laptop and phone required.
- Responsible for own taxation.