

Communications & Events

Job Description

Position Details

Job Title:	Communications and Events
Reporting to:	Environment Network Manawatu Coordinator
Functional Relationships:	Source to Sea Operations Team and/or ENM Co-chair
Location:	ENM Office, 145 Cuba Street, Palmerston North
Hours:	30 Hours Per Week
Wages:	\$25-\$28/hour
Date:	Ideal start date is early September 2021

Background Information

Environment Network Manawatu (ENM) is an incorporated society which was established in 2000 as an umbrella organization for voluntary environmental groups in the Manawatu. The aim of ENM is to promote a network of community groups to realise a vision of an enhanced Manawatu environment. ENM provides coordination and communication services to the wider network. ENM's Management Committee provides direction and oversight of activities.

ENM Employment Principles

ENM, represented by its Management Committee is committed to being a good employer applying good faith principles and providing a quality working environment, as well as fair, transparent and consistent employment processes.

Our Organisational Values

We are part of the environment
Trust and Integrity
Accountability

Purpose of the Position

This role will provide an integrated approach to the communications and event management for the whole organisation. It will serve the increased communications and event management needs of the organisation, and the requirements of our funders going forward.

We are looking for a team player for this varied role which will support the work of ENM. You will be passionate about creating compelling stories that share the impact of the organisation's work to key stakeholders. You will also enjoy providing event management and event logistics support.

Responsibilities

Being responsible for Environment Network Manawatu's Communications & Events means you will be required to:

- Drive best-practice communications for the whole organisation – ensuring cohesive, professional and relatable representations of our work across multiple platforms including website content; newsletter production; notices to member groups; managing multiple social media profiles; print-media releases; publications content development; article writing; radio interview material; publications and media representations.
- Create and implement an integrated communications plan to support the work of ENM, member groups and the collective action programmes, and projects including Environment Initiatives Fund, Manawatū River Source to Sea, Plastic Pollution Challenge, Manawatū Food Action Network/Kai Security & Ruahine Kiwi Habitat.
- Understand the scope and depth of each of these programmes and how best to communicate to the public, funders and stakeholders.
- Share news, events, opportunities, and requests for assistance with appropriate audiences.
- Manage relationships with media contacts – including web, print and radio.
- Assist with the writing and compilation of submissions, funding applications and accountability reports. We want to share our stories and narratives in a compelling way – clearly demonstrating the outcomes and impact of our work in a way that is easy to understand.
- Support project and operational staff with Event Management
- Create clear internal processes for effective event management to support project and operational events.
- Provide timely, and appropriate communication of events to key audiences/stakeholders including sending out of relevant documentation prior to, or after the event.

A minimum of 10 hours per week will be dedicated to supporting Manawatū River Source to Sea, including organisation and attendance of monthly Source to Sea meetings, engagement with member groups, organisation of source to Sea events, weekly updates on S2S and PPC Facebook pages, updating GIS story maps and other web content. This part of the role will report to the Manawatū River Source to Sea Operations Team or Co-Chair

Key Results

- Communications plan is created and maintained in consultation with other staff and/or volunteers.
- Implementation of Communications Plan will be delivered within agreed timeframes.
- Key messages are communicated clearly and presented professionally and are delivered to stakeholders in a timely fashion.
- Events calendar and website content is kept up to date.
- Monthly newsletter is published within the first three working days of a month, but ideally before the start of the month.
- Impact Reporting for accountability reports are provided in a timely fashion
- Events are well-organised in a timely fashion. This includes organising venue hire, catering, equipment, attendee lists, agenda/run sheet, communications, publicity, and event staff/volunteer coordination.
- Records of organisational achievements and other data are kept up to date.

Key Relationships

Internal Relationships

ENM Co-Chairs
ENM Management Committee
ENM Staff
ENM Volunteers
ENM Member Groups

External Relationships

Other community organisations
Local Government Staff and Elected Members
Media Contacts
Venue Staff
Funding Agencies

Personal Profile

- Good communication skills, both written and oral
- Strong writing skills with an attention to detail
- Can juggle competing priorities and meet deadlines
- Highly organised with excellent time management
- Outstanding relationship and stakeholder management skills
- Events management skills with good planning processes
- Collaborative, but happy working alone and can work unsupervised
- Good team player, able to work well in a small team