

About the Role

The Ākina Foundation is looking for a Programme Manager to lead the delivery of social enterprise work programmes in Tairāwhiti. The Programme Manager will be experienced in community consultation / facilitation and have deep connections with different communities across Tairāwhiti. The Programme Manager will have responsibility for ensuring the successful delivery of a three-year work plan in the region that is funded by Eastland Community Trust.

The Programme Manager, with support from the GM of Programmes, will lead the relationship with Eastland Community Trust and ensure that the work programme delivered aligns to the Trust’s priorities as well as meets the needs of the local communities. The Programme Manager will have some experience in enterprise development, however, core skills will be in their ability to diagnose support required by local social enterprises and connect them to the right expertise. The Programme Manager will focus on building and maintaining local partnerships that will unlock additional expertise and resource for local social enterprises.

Job Description

Job Title	Programme Manager (Tairāwhiti)
Duration	As per contract
Salary	As per contract
Hours	As per contract
Place of Work	As per contract
Reports To	GM, Programmes

Key Responsibilities

The Manager will:

1	<p>Relationship Management</p> <ul style="list-style-type: none"> - Work with key stakeholders in the community to ensure all activities and support delivered will meet the needs of the community. - Be a key point of contact for entrepreneurs and ventures with the responsibility to co-ordinate the delivery of support. This includes responsibility for coordination of pro bono resource from partners and associates, to deliver on programme plans as appropriate. - Manage key stakeholder relationships as appropriate to programmes and/or regions, ensuring that stakeholders are supported and any risks are identified and managed. - With the support of the GM, Programmes and other relevant people in the organisation lead, identify, or support any business development opportunities that result from partnership/stakeholder management. - Lead the relationship with Eastland Community Trust who have provided 3-years of funding to grow Social Enterprise activity in Tairāwhiti and ensure work programmes align to the Trust’s priorities as well as develop how the partnership between ECT and Akina will be measured and evaluated.
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2	<p>Programme Management</p> <ul style="list-style-type: none"> - Consult with key stakeholders to ensure the approach and activities outlined in the 3-year programme will meet the needs of the community. - Leverage local talent / internal Ākina staff to design key programme activities that will be delivered as part of the 3-year Work Plan. - Coordinate and implement and lead key programme activities for the Ākina Foundation as required, with reference to the objectives and accountabilities outlined in the Work Plan. - When leading a programme, ensuring the programme deliverables, evaluation and budgets are managed, including the management of supporting programme team members and stakeholder management. - Manage reporting and data collection for reporting of programme activities. - Identify any business development opportunity as the result of programme delivery, and with the support of the GM, Programmes and other relevant people in the organisation, manage the opportunity as appropriate. - Support and promote an understanding and commitment to the principles of the Treaty of Waitangi in the way we work as an organisation and the work we undertake.
3	<p>Service Delivery</p> <ul style="list-style-type: none"> - Provide direct advice and tailored support, as required, to ventures. - Manage reporting and data collection for reporting of programme activities.
4	Attend all scheduled meetings, including weekly staff, any other internal meetings, and weekly one-on-one meetings with the GM Programmes, Programme Team and location-based team members when required
5	Contribute to and support other organisational activities and team members as is reasonable and appropriate.
6	Any other reasonable tasks that the CEO and GM, Programme request, from time to time.

A Manager's duties may include some or all duties of a functional area/lead (still to be defined).

Criteria			
Experience	Ess	Des	Measured by
Have established and broad networks in Tairāwhiti	✓		Application & Interview
Have experience in community consultation	✓		Application & Interview
Have experience in programme / project management	✓		Application & Interview
Knowledge of the social enterprise sector	✓		Application & Interview

Ability to coach entrepreneurs and leaders of small/medium sized ventures	✓		Application & Interview
Experience of working with iwi enterprise	✓		Application & Interview
Knowledge			
Excellent verbal, presentation and written communication skills.	✓		Application & Interview
Ability to work independently with a high level of accountability for results	✓		Application & Interview
Ability to conceptualise and broker partnership agreements	✓		Application & Interview
Experience developing and maintaining partnerships with senior leaders across different sectors	✓		Application & Interview
Knowledge of early-stage business development methodologies, including Lean Start-up		✓	Application & Interview
Ability to facilitate group problem-solving processes		✓	Application & Interview
Ability to develop, analyse and improve financial models		✓	Application & Interview
Supported the design and execution of new business models		✓	Application & Interview
Ability to develop business plans for early-stage ventures		✓	Application & Interview
Ability to inject creativity, innovation and insight into partnership and programme development		✓	Application & Interview

Personal Qualities	Ess	Des	Measured by
Motivated, committed to social enterprise	✓		Interview
An entrepreneurial spirit and creative approach to problem solving	✓		Interview
Demonstrating personal and professional integrity at all times	✓		Interview
Resourceful and a good negotiator	✓		Interview
Possessing a natural authority and ability to forge excellent relationships with internal and external stakeholders	✓		Interview
Methodical and well-organised, able to manage a complex workload, to prioritise and multi-task	✓		Interview

Open to continuous professional development and peer learning	✓		Interview
Able to embed and promote equality and diversity through their actions and words	✓		Interview

Job descriptions cannot be exhaustive, and the successful applicant may be required to undertake other duties, which are broadly in line with the above key responsibilities.

About the Ākina Foundation

Ākina has a vision of a sustainable, prosperous, and inclusive New Zealand, and world. To achieve this, we are in service to the social enterprise sector, which exists to create an economy that benefits the environment and enables people to thrive.

Our mission is to create the conditions for social enterprise to succeed. We do this by:

Co-convening, supporting & growing the social enterprise sector by:

- Supporting social enterprises to grow their impact
- Developing market opportunities for social enterprise
- Enabling access to capital for impact.

Advancing purpose and impact in New Zealand and beyond by:

- Collaborating with international expertise and knowledge communities
- Working other sectors in new ways
- Supporting sector development in the wider Asia/Pacific region.

Our values

When joining the Ākina whānau, you also join a community committed to:

He Tangata – People: At Ākina, everything we do is about people. Social enterprises serve people and/or the environment that sustains people.

We also care for our own people, offering flexible working hours, generous annual leave, and family-friendly policies that allow each of our team to work in a way that is appropriate for their individual situation.

Learning: Our strategic plan centres around what we need to learn at various stages of our work, and we encourage staff learning and development in two specific ways:

1. All of our programmes undertake developmental evaluation, whereby we seek to learn from current work in order to improve future work.
2. We operate an ongoing 'learning club' which operates as a project that staff can rotate into for a specific time period, allowing them dedicated time to learn about a topic of interest and value for Ākina. We encourage reflective journaling through this process and an informal presentation of learning at regular whole-team retreats.

Bold action: This represents a fearlessness in our approach, confidently exploring the unknown in pursuit of better. We will make mistakes – we're human! We foster an environment where it is ok if you fail sometimes. The important thing is to learn from it, and quickly move on in a better direction.

About the team

By working at Ākina, you join a team of passionate people wanting to grow social enterprise across the country. We are diverse in our backgrounds and our fields of expertise, but our passion for service to social enterprise is what makes us a team.

We have approximately 23 staff, working anywhere from full time down to a few hours each week, and we have offices in Wellington, Auckland and Christchurch. We also have people based in Tauranga and Dunedin, and very soon we will also be in Tairāwhiti (Gisborne).

If you share our values and can get behind our mission, we want to hear from you.