



Position Description: Community Engagement Coordinator

Part-Time - 12 hours/week

Whangārei Heads

Contractor Responsibilities

The contractor is responsible for:

- Delivering the agreed project outcomes to WANHRT
- Managing their own schedule
- Ensuring work meets agreed Operational Plan outcomes and timelines

Payment

- This role is paid on a contract basis.
- Contractor invoices must be submitted monthly
- WANHRT will pay approved invoices on the 20th of the month submitted.

Purpose

To grow and support community-led ecological restoration across Whangārei Heads by building strong relationships, coordinating grassroots action, and empowering local volunteers. This role is the heart of our on-the-ground engagement — connecting people to place, purpose, and each other in service of restoring our natural taiao.

Key Responsibilities

Volunteer Group Support & Coordination

- Support 3–4 existing volunteer groups with regular communication, encouragement, and practical assistance
- Coordinate and attend events with up to two weekend events per month
- Help communities plan and deliver weed control and habitat restoration projects

- Co-lead local Weed Action efforts alongside the Communications & Engagement Coordinator

Community Development & Mobilisation

- Encourage and guide the formation of existing and new Landcare and Weed Action groups
- Build and maintain strong relationships with residents, schools, landowners, and community champions
- Support engagement and opportunities for new partnerships

Cultural Engagement & Partnership

- Help build enduring relationships with hapū, iwi, and tangata whenua
- Uphold Te Tiriti o Waitangi and contribute to shared cultural practices
- Where requested, participate in hui and support the development of a Tangata Whenua Engagement Policy

Data & Story Sharing

- Support site-based data collection and mapping of volunteer efforts
- To support the communications Coordinator, contribute stories, photos, and updates from the field for newsletters, social media, and community channels
- Help celebrate volunteer contributions and community successes in collaboration with the Communications & Engagement Coordinator

Key Attributes & Experience

- Strong relationship-building and communication skills
- Experience in community engagement, environmental education, or grassroots conservation
- Organised, proactive, and confident, leading small group activities
- Committed to honouring Māori values, tikanga, and perspective
- Independent yet collaborative, with a community-minded approach
- GrowSafe and First Aid Certificates

Complementary Strengths

- **The two HVA roles are intended to form a collaborative and balanced team**, sharing in tasks, ideas and support for each other.
- Together, they ensure that community action is both well-supported and well-celebrated — grounded in relationships, guided by Kaupapa, and the mahi, visible to the Whangarei Heads Community.