



RECAP

Society for the Resilience and Engagement of the
Community of Ashhurst & Pohangina, Inc.

Resilience Coordinator – RECAP: The Society for the Resilience and Engagement of Ashhurst and Pohangina Inc.

About RECAP:

RECAP is a volunteer-led registered charity that is committed to building resilient and sustainable local communities. We operate in the village of Ashhurst and the rural Pohangina Valley, and we make sustainability education available for participants throughout the Manawatu region and beyond.

Our services include regular community workshops to enhance household and neighbourhood sustainability¹; permaculture design education; a community orchard and garden; produce sharing shelf; seed library and more. We provide diverse opportunities for people to volunteer and participate in their local community, and we work cooperatively with other organisations including Environment Network Manawatu and its member groups, Horizons Regional Council and Department of Conservation.

We are committed to working within a bicultural context in acknowledgement of Rangitāne, the local iwi.

We encourage applicants to browse our web site, <http://recap.org.nz> or Facebook pages at [@ResilienceAshhurstPohangina](https://www.facebook.com/ResilienceAshhurstPohangina)

About the Resilience Coordinator position

With a steadily increasing number of volunteers and projects, we require our Resilience Coordinator to support our Executive Committee and other volunteers. The position is highly focussed on building positive relationships with individual volunteers, and also with key community partners like the Ashhurst Community Library, Palmerston North City Council, schools and ECE providers, and other community organisations. It is also an administrative position coordinating events, marketing and networking, which requires organisation, IT skills, and record-keeping abilities. Excellent written and oral communication skills are a must.

Key Resilience Coordinator job responsibilities

- Serve as a first point of community contact, e.g. answering the info@recap.org.nz email;
- Coordinate and manage events, including bookings, registration, and presenters as required;
- Maintain records of communications, volunteer activities and other organisational events;
- Maintain individual and organisational contacts and other records in our CiviCRM database (training provided);
- Work cooperatively with Administration Officer to maintain accounting records of expenditure and income and track how external funding is applied;
- Support the Executive and Administration Officer with budgeting and other financial information as requested;

1 Our educational offerings often take a permaculture design approach.

- Build and sustain positive working relationships with other community organisations, especially in response to queries;
- Proactively recruit, support, and manage volunteers (outside of Executive Committee members);
- Attend Executive Committee meetings on the second Wednesday of all months (except January), preparing a report of key activities in advance;
- Write and deliver our email newsletter;
- Maintain, edit, and write new content for our web site;
- Maintain and contribute to our social media presence;
- Coordinate media releases;
- Support community groups wishing to make use of RECAP listserv-type mailing lists;
- Work cooperatively with contractors and/or other staff (including volunteer staff) in areas of overlapping responsibility;
- Adhere to organisational policy around health and safety, conflict of interests, confidentiality, etc.;
- Similar responsibilities as required.

Essential employee attributes:

- Excellent interpersonal skills for development of volunteers, networking and relationship-building;
- Excellent oral and written communication skills;
- Excellent organisation and record-keeping;
- Ability to adapt relatively quickly, with support, to our IT systems;
- Ability to work independently and take initiative;
- Ability to work well in a team, including actively supporting volunteers to take leadership and/or participate according to their own ability;
- Ability to use social media tools to raise awareness of RECAP and its activities;
- Ability to take direction from others and work within priorities set by the Executive Committee;
- Ability to set priorities and communicate proactively when workload issues arise.

Valuable employee attributes:

- Previous not-for-profit experience;
- Capacity to independently refine and develop work processes and policies to enhance organisational function;
- Familiarity with sustainable and environmentally friendly activities and food production.

The context of work:

This is a permanent part-time position of 60 hours per month, with the possibility of additional paid hours from time to time as mutually agreed. RECAP is a living wage employer (*see www.livingwage.org.nz/about*).

This is a work-from-home position with the need to be present at RECAP events or project sites from time to time in Ashhurst or the Pohangina Valley. Hours are flexible, but will include some evenings, after-school hours, and weekends for workshops and seminar events. Employee to

provide their own Internet access and transportation. Laptop and printing resources provided, with some financial support available.

The position is supervised by the RECAP Chairperson, or delegate (elected annually), and reports monthly to the full RECAP Executive Committee.

RECAP relies on contractors, Executive Committee members, and additional staff (paid or volunteer) for additional key responsibilities, and as a consequence, cooperative relationships are essential to success in this role.

To apply:

Please send a CV and cover letter addressing why you think you are a good fit for this position. Include contact details. Referees will be requested from short-listed applicants. Letters can be addressed to the hiring committee: Harvey Jones (Chairperson), Anne van-Brunt (Secretary), and Suzanne Chelius. Please email your documents to info@recap.org.nz or post to Harvey Jones, 112 Lincoln St., Ashhurst 4810.

Application deadline: Applications received by end of day, Sunday, 1st November 2020 will receive preference.