



Position Description

Communications & Project Coordinator

Job title	Communications & Project Coordinator
Reports to	Managing Director
Expected hours	32 hours per week
Contract	Fixed term until September 2026. Role may be extended beyond this.

Objective

The Communications & Project Coordinator will create, manage and deliver positive and engaging stories that raise the profile of our work and effectively engage our clients.

Reporting directly to the Managing Director, you will work closely with our team and with key clients to implement a range of requirements. You will develop and share social media stories for Whirika, demonstrate our impact, develop effective report formats to excite our clients, produce a newsletter for our clients, and maintain a strong web presence that speaks to our impact. For some of our clients, you will manage their social media and web activities, clearly communicate their Environmental Social Governance impact, work with media, and occasionally run events.

A significant part of the role is providing support to the Managing Director with the planning, development, and implementation of a variety of environmental projects. This function is critical to Whirika's delivery of high quality, high-impact work.

Te hua o te mahi / Responsibilities and key outcomes

Communications

Activities	Key outcomes
<p>Lead the development of a Whirika communications and engagement strategy.</p> <p>Integrating our values within communications using English and te reo Māori.</p> <p>Work proactively to identify and capture communication opportunities to raise the profile of Whirika delivery of positive impact.</p> <p>Lead the development and use of online communication channels such as social media, website, and Mailchimp newsletters.</p> <p>Develop, coordinate and pitch news media through press releases and media enquiries.</p>	<p>Communications opportunities are maximised, and the organisation is prepared for potential communications issues.</p> <p>An expanding set of clients are aware of Whirika, its values, activities and how they can work with us.</p> <p>Communication and engagement are a key part of planning for all projects.</p>

<p>Identify and manage potential communication issues and risks.</p> <p>Monitor and report on the success of communication channels.</p>	
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Client communications and engagement

Activities	Key outcomes
<p>Lead the organisation of external events such as quarterly meetings, public workshops, etc.</p> <p>Work proactively to identify and capture communication opportunities to raise the profile of our clients' delivery of positive impact.</p> <p>Lead the use of online communication channels such as social media, website, and email newsletters.</p> <p>Develop, coordinate and pitch news media through press releases and media enquiries.</p> <p>Support the communications and engagement activities of our clients, where needed.</p> <p>Support reporting activities, ensuring the outcomes of client's operations are communicated in an effective and timely manner.</p> <p>Provide a regular report on communications and engagement activities.</p>	<p>Communications opportunities are maximised, and clients are prepared for potential communications issues.</p> <p>Clients' environmental, social and sustainability objectives are supported by our communications work.</p> <p>Communication and engagement are a key part of planning for all projects.</p> <p>Clients are effectively reporting on outcomes to their partners and stakeholders, ensuring continued support for their work.</p>

Project Management

Activities	Key outcomes
<p>Support the Managing Director with any project-related tasks, planning and administration as required.</p>	<p>The needs and priorities of the Managing Director are met whenever reasonably possible.</p>
<p>Proactively addressing project-related requirements as they arise.</p>	<p>Active leadership contributes to successful project delivery.</p>
<p>Ensuring that client's needs are met, and work delivered to a high standard.</p>	<p>Work is delivered in full, on time and meets the requirements agreed with the client.</p>
<p>Maintaining positive and constructive relationships with team members, clients, stakeholders, and community.</p>	<p>A high level of respect and regard is earned and maintained within peer groups and amongst clients and the community.</p>

Internal Administration

Activities	Key outcomes
50% of the working week is spent on billable work.	An average of at least 20 hours (or part time equivalent) of billable time recorded each week.
Continuously assess operational procedures, standards and systems and make recommendations for improvements.	Examples provided of where employee has shown initiative.
Embed Tikanga Māori and sustainability framework within the way work is delivered.	Te reo is used, and support is shown for the progress of others. The sustainability framework is implemented as it is developed.
Manage health and safety and legal issues across activities, ensuring compliance with health and safety legislation, policies, contractual and legal requirements during project implementation.	Nil serious injuries. Minor injuries and near misses are reported as occur. Hazard check sheet and project safety plans completed for each site.
Record management.	Timesheets completed daily, folders up-to-date and well-organised, all documents saved in Sharepoint, naming conventions are used when saving documents, Whirika templates are used.

Capabilities
Be a confident communicator who enjoys working with a diverse range of people and communities.
Demonstrate a deep respect for and understanding of Māori values, principles, and cultural perspectives, and be adept at including these values within written outputs.
Be able to weave our values into our mahi and express this in English and in te reo Māori.
Have a strong understanding of sustainability, its principles and practical application. An understanding of sustainability metrics measurement and reporting will be useful.
Be a talented and adaptable writer with strong attention to detail. You will feel comfortable creating content for a diverse range of platforms and audiences.
Have a background in science and sustainability communication and impact reporting.
Be able to quickly understand and communicate complex issues in an engaging and accessible way.
Have experience using social media and other online channels to communicate consistently and effectively.
Have experience in developing and managing projects, with high attention to detail, enabling quality delivery of projects to clients.
Be a self-starter who can work on their own to manage and set their own priorities.

Have experience using Mailchimp, Squarespace or WordPress, Word, Excel and PowerPoint.