



Position Description – Community Development Advisor

This position reports to: Community & Economic Development Lead **Career Level:** 13

Position purpose:

The Community Development Advisor works as part of Selwyn District Council’s Community Development Team to enable communities to lead their own development.

The role supports a rebalancing from Council-led delivery toward community-led and partner-led approaches, where Council acts as a connector, facilitator, capability builder, and enabler rather than the primary provider of community events, programmes and initiatives..

This position focuses on building trusted relationships, strengthening community capability, supporting collaboration and action, and providing pathways to Council and external resources, expertise, and opportunities.

The Advisor provides practical, on-the-ground support to community groups and community sector while contributing insights that inform Council system change, attract and retain services and funding to community sector within the district, and support the Council’s transition toward a community-led operating model.

Success in this role would be shown by increased community capability, more community-led initiatives, less reliance on Council delivery, stronger volunteer networks, better access to resources and funding, and community insights shaping decisions.

The key areas of responsibility include;

Community Relationships & Local Connection (Connector Role)

- Maintain regular, visible, varied, and trusted relationships with community groups, organisations, and community networks across Selwyn
- Act as a key connector between community and Council services, teams, and decision-makers
- Be a central go-to person for understanding who does what within Selwyn’s community sector
- Support coordination and shared problem-solving between Council and community partners
- Respond to evidence-based community needs and opportunities through collaboration, capacity building, enabling, advocating and escalating where appropriate.
- Strengthen local networks that support community-led activity and resilience
- Act as a conduit between community groups by introducing and connecting them so they can build relationships and collaborate independently

Community Engagement & Voice (Engagement Support Role)

- Support inclusive and accessible community engagement processes across Council
- Assist in designing and facilitating workshops, engagement and community conversations
- Help to ensure community feedback is captured, understood, and used to inform decision-making
- Support Council teams to engage effectively and meaningfully with communities
- Improve access to clear, relevant, and community-friendly information
- Strengthen two-way communication between Council and community groups, and support improved connection and communication within and between community groups

Community Capability & Capacity Building (Enablement Role)

- Provide practical support to community groups to support community capability building and development (e.g. governance, event planning and delivery, business case development, action-based research, volunteer attraction and risk management)
- Deliver and/or support workshops, mentoring, and capability-building initiatives

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Be brave – think differently

Better together

Make it happen for Selwyn



- Provide tools, templates, and guidance that strengthen community independence and self-sufficiency
- Support learning through doing, shared delivery, and real-world application
- Build long-term community confidence, leadership, and capability
- Support access to Council expertise and external support where appropriate

Priority Community Focus Areas

- Youth (Piki Amokura Youth Strategy)
- Older Adults (Te Paepae – Ageing Well Strategy)
- Accessibility & Inclusion (Accessibility Charter)
- Newcomers and Migrants
- New and emerging areas of Focus

Promotion, Visibility & Internal Collaboration

- Support promotion of community-led initiatives through Council communication channels
- Share stories of community impact, participation, success, and pathways
- Strengthen visibility of community activity across Council and the wider district
- Support internal Council teams to connect meaningfully with community groups and networks
- Support sharing of insights from community sector to inform planning and decision-making
- Contribute to a “communities can” narrative that highlights community leadership, capability, and success

Capacity Building

- Promote and deliver an annual community-informed capacity building programme, providing training to NGO’s and community, volunteers on the ground and volunteers in governance roles.
- Promote and deliver a range of volunteer promotion, training and opportunities
- Co- plan and co-deliver annual programme of targeted training, workshops, and development initiatives that respond to community needs.
- Support community groups to strengthen governance, leadership, and sustainability.
- Build partnerships with local providers and networks to co-deliver capacity-building activities.
- Facilitate forums and knowledge-sharing across community sectors.
- Promote and support access to Council and external funding opportunities.
- Monitor and report on capacity-building outcomes, aligning with Council strategies.
- Encourage community-led development and local ownership of initiatives.
- Identify emerging needs and opportunities to grow community capability.

Community Development

- Build strong, trusted relationships across and amongst Selwyn community groups and networks
- Encourage and support community leadership and participation
- Enable communities to build capability through doing and shared delivery
- Reduce Council barriers to community involvement and leadership
- Trial and support new ways of Council working with volunteers and communities
- Capture learning and apply it to continuously improve practice
- Work collaboratively across Council teams, partners, and external organisations

Prepares Quality and Timely Reports and Presentations

- Prepare council reports and ad-hoc reports
- Prepare monthly reports on business activities and various events
- Undertake regular evaluation of programmes and activities and report on feedback and resultant change/developments
- Plan and deliver a range of engagement, learning, and facilitation activities, including meetings, presentations, workshops, and training sessions

Volunteering Support, Coordination & Facilitation (Volunteer Ecosystem Role)

- Create and strengthen pathways that connect people who want to volunteer with groups and agencies that need volunteers
- Encourage and enable community groups to build their own volunteer base by providing tools, guidance, and facilitation
- Identify gaps and emerging opportunities in volunteer supply and demand, and support community-led solutions that build long-term resilience.
- Champion the value of volunteering by sharing stories of impact and encouraging a culture of community leadership and service.
- Promote and raise visibility of volunteer opportunities

- Facilitate coordination and collaboration and shared learning between volunteers and across volunteer networks to strengthen community-led action and reduce duplication.

Direct reports: Nil

Indirect reports: Nil

Deliverables

Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance, positive team culture and communication and work ethic

People & Culture

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

Requirements for all staff

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

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 Selwyn
DISTRICT COUNCIL

**Emergency
Management
requirements for all
Council Staff**

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.
Required assistance may include:
- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained.

Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Adept at 'hands on' autonomous delivery to a high standard • Strong interest in community development • Customer focus • Strong interpersonal skills including high level written and verbal communication • Ability to establish and maintain key networks and relationships • Strong analytical and problem-solving skills • Proven ability to work with external organisations and stakeholders • Sound judgement and decision making • Understanding of diverse and changing communities in a district context • Confidentiality • High computer literacy • Willingness to present to groups and public • Quality and accuracy • Adaptability 	<ul style="list-style-type: none"> • Experience working with different cultural / ethnic groups • Experience in voluntary work • Facilitation skills • Advocacy skills • Confidence in presenting and public speaking

Key relationships

External	Internal	Committees/groups
Council customers Selwyn residents External contractors Territorial and Regional Authorities Greater Christchurch Partnership Government Agencies and regional partners Community organisations, residents, volunteers and local groups Schools, iwi, funders, NGO's, and service providers	Chief Executive Executive Leadership Team Council staff Mayor	Committees of Council Community Boards Business organisations and networks Sector groups and committees

Individual Contributor Competencies



Eats problems for breakfast. When faced with a new situation or setback, uses initiative and takes appropriate action.



Does Change Well. Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



Builds Togetherness. Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



Rocks the messaging. Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



Tackles the tough stuff. Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



Delivers the goods. Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



Brings out the best. Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



Sets the tone. Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> Bachelor's degree or equivalent in relevant Arts, Sciences/ Community Development, Planning, Communications, or Social Sciences 	<ul style="list-style-type: none"> Successfully completed community development studies

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.