



Position Description – Community Partnerships Advisor

This position reports to: Head of Community and Economic Development **Career Level:**14

Position purpose:

As a member of the Community Development Team, the Community Partnerships Advisor will be responsible and accountable for: The Community Partnerships Advisor provides time-limited, practical support that builds the confidence and capability of volunteers, community groups and local businesses to organise and lead community and business sector events.

The role supports the Community Development Activity Management Plan by providing training, mentoring, practical guidance and connections. It helps volunteers, community organisations, resident groups, local businesses, schools, mana whenua and partner agencies move from Council-supported delivery to community-led, business-led or partner-led event and programme delivery.

Local businesses are an important part of local townships and communities. The role supports local businesses and business sector networks to work together on events, campaigns and visitor-focused activities that promote Selwyn, local townships and communities.

This role supports the transition of selected Council-supported events, visitor initiatives and business sector programmes to sustainable community-led, business-led and partner-led delivery. Support will be practical and time limited, with a clear focus on transferring knowledge, building confidence and enabling others to lead independently.

The key areas of responsibility include;

- Provide practical training, mentoring and support to volunteers, community groups and local businesses that are leading, or transitioning to lead, event delivery.
- Support sustainable delivery models that build local ownership, capability and confidence.
- Assist groups, mana whenua and businesses to prepare event plans, business cases, budgets, sponsorship proposals and practical delivery programmes.

Direct reports: Nil **Indirect reports:** Nil

Business and Community Partnerships	• Provide practical, time-limited training, mentoring and support to community groups, clubs, volunteers and local businesses to organise and deliver events and activities with an emphasis on businesses. • Support the transition of suitable Council-supported events and activities to community-led, business-led or partner-led delivery. • Guide groups and businesses on the practical use of Council reserves, parks, facilities and public spaces for events. • Help event organisers understand Council processes, permissions, planning requirements and available support. • Encourage partnerships between community organisations and local businesses to strengthen event reach, resourcing and sustainability. • Build capability so community organisations, volunteers and local businesses can independently lead collaborative events and campaigns. • Facilitate connections that strengthen local ownership, participation and sustainable event and programme delivery.
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- Support township-based events, Dark Sky activities and other initiatives that strengthen local identity, community pride and participation.
- Facilitate collaboration between local businesses, community organisations, schools, mana whenua and other partners on shared township activities.
- Support community-led placemaking, local activation and visitor-focused activities that contribute to vibrant and connected townships.
- Enable local groups and businesses to identify, develop and lead events that respond to community opportunities and aspirations.
- Work with community organisations, volunteers and local businesses to identify practical event delivery needs and capability gaps.
- Provide targeted support where Council's role is to enable, connect, mentor or assist a transition to local leadership.
- Promote approaches that contribute to resilient, connected and confident communities.

**Event Planning,
Business Cases and
Sponsorship**

- Coach event organisers to define the purpose, audience, outcomes, delivery model and resource needs for proposed events.
- Support groups and businesses to prepare clear, proportionate business cases for community or business sector events.
- Assist with event budgets, delivery plans, risk considerations, timelines and measures of success.
- Guide organisations to identify potential sponsors, partners, in-kind support and other funding opportunities.
- Support preparation of clear and credible sponsorship proposals that explain the event benefits and value to potential sponsors.
- Build confidence in presenting event proposals and developing constructive sponsor and partner relationships.
- Provide templates, examples and practical tools that organisers can reuse after the time-limited support ends.
- Review progress with event organisers and agree a clear handover or exit point once they can lead delivery independently.

**Community
Leadership and
Impact Stories**

- Gather and share examples of mana whenua, communities, volunteers and local businesses working together to deliver events, Dark Sky activities, business sector initiatives and local outcomes.
- Document successful examples of community-led and business-led events, campaigns, Dark Sky activities and Kai Aku Rika initiatives.
- Highlight stories showing how local businesses contribute to thriving townships and communities.
- Showcase volunteer leadership, community ownership, local business collaboration and capability growth.
- Capture evidence showing how time-limited Council support enables greater mana whenua, community and local business sector leadership.
- Contribute stories and evidence for Activity Management Plan and community outcomes reporting.
- Promote success stories through relevant communications and engagement channels.

**Transition of
Community and
Business Sector
Activities**

- Support the transition of selected Council-supported events, Dark Sky activities, visitor initiatives and Kai Aku Rika programmes to community-led, business-led or partner-led delivery.
 - Build the confidence, skills, relationships and practical systems needed for mana whenua, local community groups and business sector collaborations to sustain leadership and independent delivery
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Deliverables

Big Picture

- Have awareness of Council strategies and contribute to plans and KPIs.
- Understand the intent and purpose of local government.
- Support the Community Development Activity Management Plan.
- Stay informed of organisational activities and decisions.
- Demonstrate commitment to Te Tiriti o Waitangi and understand how Treaty principles apply to the role.

Performance

- Achieve agreed performance objectives and work programmes.
- Report on progress, outcomes and performance measures.
- Take responsibility for continuous improvement.
- Utilise Council systems and technology effectively.
- Contribute to Council's sustainability and financial discipline objectives.
- Deliver work to a high professional standard.

People & Culture

- Act in ways that align with Council values.
- Be a positive and constructive team member.
- Collaborate effectively across teams.
- Build productive internal and external relationships.
- Deliver excellent customer service.
- Support organisational change positively and constructively.

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.

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
• Current Full New Zealand Driver Licence. • Minimum five years' experience in community development, event delivery, stakeholder engagement, community partnerships, volunteer support or a related field. • Strong relationship management, facilitation, training and mentoring skills. • Experience providing practical support to mana whenua, community groups, volunteers, local businesses and partner organisations. • Strong written and verbal communication skills. • Experience coordinating or supporting events, campaigns, accreditation-related programmes, projects or community initiatives. • Ability to support preparation of business cases, budgets, sponsorship proposals, reports and outcome measures. • Strong organisational skills and ability to manage multiple priorities.	• Experience working in local government or alongside Council processes. • Experience using community-led development and capability-building approaches. • Experience supporting volunteer organisations, local community groups and business sector collaborations. • Understanding of event planning, community funding and sponsorship. • Understanding of community funding and sponsorship. • Understanding of community engagement and facilitation methodologies.

Key relationships

External	Internal	Committees/groups
Community organisations Resident groups Volunteers and volunteer organisations Local businesses Business Canterbury Schools and training providers Funders and sponsor organisations Government agencies Event organisers Iwi and rūnanga Community leaders and township groups	Head of Community Development Community Development Team Community Funding Team Venues and Events Team Communications Team Customer and Community Insights Team Executive Leadership Team Mayor and Elected Members	Business Networks Relevant Working Groups Community Wellbeing Network Event Sector Networks Community Boards Council 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
Relevant tertiary qualification in community development, event management, business, communications, planning, social sciences or a related discipline; or equivalent experience.	Additional training or qualifications in facilitation, mentoring, engagement, project management, event management or community development.

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.