



Top of the South Neighbourhood Support Te Kōpuni Kāinga o Te Tau Ihu

Position Description | Mō tēnei tūranga

Title: Manager - Kaiwhakahaere

Location: Tahunanui, Nelson

Reports to: Chair, Board of Trustees

Financial Delegations: Yes

Direct Reports: Yes

Budget: Yes

Hours: Five days per week, negotiable from 25 hours per week

Our Organisation | Mō mātou

Top of the South Neighbourhood Support (TSNS) is a charitable trust operating in Te Tau Ihu. We have over 500 street groups and over 7000 households as members and provide access to free membership, workshops, training, and events to all people living in Te Tau Ihu – the Top of the South.

Our Vision | Ko te whakakitenga

Strengthening neighbourhoods, connecting communities

Our Mission | Ko te uaratanga

We work collaboratively with individuals, groups and organisations active in our region to improve local participation, accessibility and wellbeing.

Our Values | Ko ngā uara

Our values are embedded in and woven through the actions we take to achieve successful outcomes for our members and their communities.

Manaakitanga

We show respect, generosity and care for others

Whanaungatanga

We foster the importance of relationships and connections

Kotahitanga

We are inclusive and work collaboratively in partnership

Mahi tahi

We work towards a common goal

What you'll do | Ngā mahi

The Manager

- is responsible for the smooth day-to-day running of the organisation
- leads a team in developing and delivering programs that meet strategic goals in local communities
- builds relationships and works in partnership with local and regional funders
- participates as an active member of the community sector, developing collaborative initiatives
- secures new sources of funding, and provides reporting, management and oversight of financial matters
- ensures the organisation meets its obligations as a good employer, including health and safety
- works with the Board of Trustees providing planning, reporting, monitoring and evaluation of programmes

You will be responsible for:

- representing the organisation
- managing and providing coaching for a team of staff and volunteers
- ensuring the financial viability of the organisation
- meeting contractual obligations to funders
- ensuring the organisation's infrastructure, including policies and procedures, is fit for purpose and reviewed regularly

Who you'll work with | Ngā rōpū whaihua

- Board of Trustees
- Staff, including contractors and volunteers
- Neighbourhood Support New Zealand
- Local organisations, councils and central government agencies
- Strategic partners, funders and suppliers
- Local communities

What you'll need | Ngā pūmanawatanga ōu

- Excellent interpersonal skills with the ability to foster good relationships
- Financially literate – able to create, interpret and analyse financials
- Strong written and oral communication skills with the ability to tailor messages to a range of purposes and audiences

- Proven time management and organisational skills
- Experience in planning, implementation and evaluation of outcomes
- Computer literate, comfortable with using a range of IT tools
- Ability to understand and apply processes and comply with TSNS policies
- A full and current New Zealand driver's license and the ability to drive manual cars is essential
- To be self-motivated and able to work independently

TSNS expects that you'll maintain a safe working environment by complying with and supporting all health and safety policies, guidelines, and initiatives, know what to do in an emergency or if a health and safety incident or near miss occurs, and know how to keep yourself and others safe at work from hazards and risks relevant to your role.