

POSITION DESCRIPTION

Position Title	Community Engagement Coordinator
Organisation	Electoral Commission
Location	Aotearoa Whānui / New Zealand wide
Date	May 2020
Reports to	Registrar of Electors
HR Reference	TBA

Position Purpose

As a Community Engagement Coordinator (CEC), you will be responsible for assisting the Registrar of Electors to provide leadership and coordination of Youth Advocates (YAs) and Community Engagement Advisors (CEA) and their work activities in communities. You will ensure that YAs and CEAs are at the right places, at the right times with the right tools to connect with and effectively communicate key General Election 2020 messages around enrolment and voting to our youth. You will also assist them with delivering timely and accurate reports on work being carried out. There will also be a need to support the delivery of engagement in a digital environment, therefore, understanding of online engagement tools will be important.

Ideally you will be someone with strong communication skills (both face-to-face and online), time management, and organising expertise. You will also enjoy working with young people and have a strong understanding of youth demographics.

You will be accountable for the work you do and contribute positively to the values and outcomes outlined in the 2020 Enrolment and Community Engagement programme of work and General Election Communications Strategy.

Person Specifications Competencies

Essential Experience and Skills

- Able to provide leadership, guidance and support
- Strong coordination skills, highly organised with good time management skills
- A team player who can achieve outcomes while supporting other team members
- Able to create schedules, timelines and detailed outlines
- Can coordinate, supervise and monitor day-to-day activities of Youth Advocates
- Can assist others with reporting
- Strong links with peer groups and community
- Confidence in using a variety of technologies and software applications
- Comfortable using social media channels (including Facebook, Instagram, and Twitter) to communicate messages
- Have a good level of proficiency with Microsoft Office Applications including Teams, Word, Excel and databases.

- Able to confidently communicate with a range of individuals as well as large groups, through conversation, presentations, activities and other interactive means
- Confidence in Māori/Pacific cultural practices relevant to the role
- Able to work independently yet under set direction
- Able to take initiative combined with sound judgement
- Able to work effectively under pressure to meet deadlines while remaining composed and demonstrate a positive attitude at all times
- Available and willing to travel (including outside your region) and possible overnight stays
- Be flexible with hours of work which could include weekend and evenings as required
- Proactive and energetic, welcomes challenges and seizes opportunities
- Open to learning opportunities and enhancing skills and knowledge relevant to the role.

Desirable Experience and Skills

- Able to speak and or possess a good understanding of Te Reo Māori/Pacific Language(s)
- Experience in the delivery of presentations.

Key Competencies Required

- **Action Oriented** – be proactive and energetic, welcome challenges and seize opportunities
- **Composure** – be politically neutral, level-headed and a positive role model – even when under pressure
- **Values diversity** – Displays cultural sensitivity and values diversity. Appreciates insights and ideas of diverse communities and works effectively with these differences.
- **Community Focused** – be focused on understanding the needs of communities and on delivering value to them
- **Interpersonal Savvy** – be straightforward, honest, and trustworthy
- **Peer Relationships** – relate well to all ethnicities and people and build effective relationships
- **Presentation Skills** – be an effective presenter, able to deliver messages in a way that is targeted to your audience, and in a range of settings
- **Time Management** – manage tasks and time effectively and efficiently
- **Integrity and Trust** – make sound decisions based on analysis, experience and sound judgement.

Accountabilities

Accountability Area	Deliverables / Outcomes
Leadership	<ul style="list-style-type: none"> • Exemplify good working practices. Be able to inspire and motivate team members to do their best work • Provide structure, knowledge, guidance and support as needed to ensure success of community engagement work programme.
Time management / work programme management	<ul style="list-style-type: none"> • Organisation of workplans, including timelines/detailed engagement schedules • Scheduling and management of appointments.
Support delivery of the Community Engagement Youth Advocates Programme	<ul style="list-style-type: none"> • Support youth advocates to provide young people in your designated communities with information about New Zealand's system of democracy, how the system works and how young people can participate • Encourage people in your network of friends, whānau and wider community, to vote, and when necessary, enrol (if they're not already)

	<ul style="list-style-type: none"> • Participate in community engagement approved by the Registrar of Electors which encourages young people to participate in the 2020 General Election • Support organisation of community engagement which encourages young people to enrol and vote • Maintain independence and neutrality at all times - including in the face of tension and conflict.
Digital support	<ul style="list-style-type: none"> • Provide support for CEAs to effectively engage in an online environment.
Communicating Key Messages	<ul style="list-style-type: none"> • Present effective messages to youth in a language and style they understand • Communicate key election messages in a neutral way, particularly those relating to benefits for the individual and their community.
Reporting and Record-Keeping	<ul style="list-style-type: none"> • Support the Youth Advocates in preparing timely, concise and accurate written reports • Keep a concise and accurate record of contacts and communication within your communities.
Support and Contribute to the Registrar of Electors Community Engagement Programme	<ul style="list-style-type: none"> • Help the Registrar of Electors to identify events and ways of engaging young people in your designated communities • Help the Registrar of Electors to build positive networks and effectively communicate with eligible younger voters. • Keep the Registrar of Electors up to date with all community engagement work being undertaken.
Workplace Effectiveness and Teamwork	<ul style="list-style-type: none"> • Contribute to the Commission's effectiveness by offering value-adding suggestions at meetings • Providing learning feedback/comments and assisting other team members with the aim to improve team performance and staff motivation.
Health and Safety	<ul style="list-style-type: none"> • Comply with the Commission's health and safety policies and procedures. Takes action to improve the health and safety record of the workplace. Ensure equipment and work areas are well maintained • Take personal responsibility for keeping yourself, co-workers and equipment free from mishaps • Ensure timely and accurate reporting of any hazards or potential hazards so that they may be remedied.

Dimensions of the position for which the incumbent is accountable

Number of direct reports	None
Number of indirect reports	None

Operating budget	None
Other [delegation levels]	None

Important Relationships

Internal

- Registrar of Electors
- Deputy Registrar of Electors
- Community Liaisons
- Community Engagement Advisors
- Other Community Engagement Coordinators
- Youth Advocates
- Any other Commission Staff including permanent and temporary field staff.

External

- Members of the public – especially youth
- Community groups and organisations
- Māori/Pacific community champions
- Eligible voters
- Other public and private sector organisations

Electoral Commission – Te Kaitiaki Take Kōwhiri:

Who we are

We are an independent Crown entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system. Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

- Facilitates participation in parliamentary democracy.
- Promotes understanding of the electoral system; and
- Maintains confidence in the administration of the electoral system.

Our Vision

New Zealanders trust, value and take part in parliamentary elections.

Strategic Mission

New Zealanders trust, value and take part in parliamentary elections

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

Our Contribution

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny

- Continually improve our processes, procedures and service.

Our Values

Our Values outline the expectations the Commission can have of us, and the expectations that we can have of the Commission. These mutual responsibilities are about the way we go about our business. Together each day we implement the Taumata Values Framework, which encompasses:

TAUMATA – Values Framework

Ngā Uara / Values <i>translation</i>	Explanations
1. Tūhonotanga To join, bond, attach, connect <i>Connecting / building and maintaining relationships</i>	Bringing people together to increase participation in democracy.
2. Aratakina To conduct, lead, point out, guide <i>Knowledge Transfer</i>	Guiding towards greater understanding.
3. Uakaha Vigour, energy, dynamism, enthusiasm <i>Energy / dynamism / innovation</i>	Being dynamic and energetic in what we do.
4. Manaakitanga Hospitality, kindness, generosity, support <i>Power Transfer</i>	Demonstrating generosity and empowering people.
5. Tika Be true, valid, honest, genuine, sincere <i>Integrity and honesty</i>	Doing things right; doing the right things!