

### Crew Facilitator

#### Job purpose

To facilitate the Crew Team Leads in executing their operational goals for the Kiwiburn event each year by ensuring cross-team communication and bigger-picture cohesion. Crew Facilitator is an active member of the Kiwiburn Executive Committee (ExCom), a role involving being part of strategic and crucial decision making for Kiwiburn, and being a voice for Crew Team Leads and community.

#### Key Responsibilities

- Help the Crew Facilitator Lead with any and all of the following;
- Maintain communication and information sharing throughout the Crew, according to Kiwiburn's [Organisational Structure](#).
- Manage department and team spending, including developing and working within budgets.
- Keep teams informed of any key decisions that affect them.
- Participate in ExCom online discussion groups and attend monthly online meetings.
- Maintain the [CrewFacilitator@Kiwiburn.com](mailto:CrewFacilitator@Kiwiburn.com) and [Crew@Kiwiburn.com](mailto:Crew@Kiwiburn.com) G-Suite addresses.
- Provide leadership and strategic direction, ensuring Site Safety Teams meet deadlines and key deliverables.
- Ensure All Teams work together in a smooth and efficient manner, minimising and resolving conflict.
- Ensure ExCom is aware of all Crew's Team Leads' requirements in order for them to thrive.
- Ensure the on-boarding procedures of new Team Leads are followed and support the [Volunteer Lead](#) ie face to face meetings, phone queries.

#### Working Relationships (ref: [Kiwiburn Org Chart](#))

- Executive Committee (ExCom)
  - **ExCom Chairperson**
  - **Secretary**
  - **Treasurer**
  - **All Facilitators**
  - **Event Management**
- Team Leads under your purview:
  - **Crew Resources**
  - **Crew Support**
  - **Emotional Support**
  - **Gratitude**
  - **Swag**
  - **Training**
  - **Volunteers**

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### Time Commitment

- **Year round:** 2 - 5 hours per week.
  - ExCom Summit
  - Kiwiburn Annual General Meeting (AGM)
  - Monthly online ExCom meetings
- **November/December:** 5 - 10 hours per week.
- **On site:** Not required unless in another capacity.
- **Post Event:** 2 - 5 hours per week, and one (or two) weekend(s) for ExCom Summit.

### Necessary Qualities, Knowledge and Experience

- Familiarity with the various Kiwiburn teams and their functions.
- Desire to serve the Burner community.
- Regular access to a computer and internet.
- Comfortable learning and using software.
  - G-Suite
  - Asana
- Able to work collaboratively in a team with integrity and respect.
- Strong communication skills, especially in an online environment.
- Time management - work planning and ability to stick to deadlines.
- Flexibility and adaptability in a potentially fast changing environment.
- Self directed learner.

### Desirable Qualities, Knowledge and Experience

- Prior leadership position within the Kiwiburn organisation / experience as a Team Lead on one or more of the teams you will be facilitating preferred (determined on a case by case basis).
- Previous experience managing a team of people with different workloads and priorities.
- Project management experience.