

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

- Act in a manner fitting of an ExCom member, as per the ExCom [Memorandum of Understanding](#).
- Maintain communication and information sharing throughout the Site Safety department, according to Kiwiburn's [Organisational Structure](#).
- 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 and crew@kiwiburn.com email addresses.
- Provide leadership and strategic direction, ensuring Site Safety Teams meet deadlines and key deliverables.
- Ensure Crew 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.
- Assist with the on-boarding of new Team Leads in conjunction with Volunteer Coordinator (email, welcome pack, face to face or phone queries).
- Manage department and team spending, including developing and working within budgets.

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

- Facilitators and Event Management (ExCom members), ExCom Chairperson, Treasurer and Secretary.
- Team Leads under your purview:
 - **Crew Management and Resources**
 - **Crew Support**
 - **Gratitude**
 - **Volunteers.**

Time Commitment

- **Year round:** 2 - 5 hours per week (including 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/using software.
- 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.