

Crew Facilitator

Job purpose

To facilitate the Crew Team Leads (Volunteer Lead, Training Lead, Crew Assistance Leads Swag Lead), 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 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 and 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 Assistance**
 - **Swag**
 - **Training**
 - **Volunteers**

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.