

## Crew Facilitator 2IC

### Job purpose

To support the Crew Facilitator in aiding 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. This will largely involve taking on small side projects.

### Key Responsibilities

- Act in a manner fitting of a Kiwiburn lead, as per the [Memorandum of Understanding](#).
- Maintain communication and information sharing throughout the Crew, according to Kiwiburn's [Organisational Structure](#).
- Keep teams informed of any key decisions that affect them.
- Maintain the [CrewFacilitator2IC@Kiwiburn.com](mailto:CrewFacilitator2IC@Kiwiburn.com)
- Provide leadership and strategic direction when facilitating side projects designed to improve crew morale and skill sets.
- Help to 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

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- 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.