

Revision date: November 2021

Wellbeing Facilitator 2iC

Kiwiburn's objective is to provide a safe environment that protects and promotes - as far as is reasonably practical - the mental and physical health and wellbeing of all participants, volunteers, and visitors while onsite. The Wellbeing Facilitator 2iC is responsible supporting the Wellbeing Facilitator to manage and support the teams necessary to achieve that objective. These teams currently include the following:

Black Sheep Rangers – onsite support for participants helping them navigate the Paddock, promoting awareness of how to have the best Kiwiburn experience, assisting participants to uphold Community standards, on-Paddock response to medical or other emergencies, assisting the de-escalation of inflammatory situations, liaison between participants and Kiwiburn organisers, acting as the on-Paddock “eyes and ears” of Site Managers and the Event Delivery Team.

Sanctuary – a safe and comfortable space providing onsite emotional and other support and specialised care for participants experiencing distressing or difficult situations, mental health issues or requiring respite, and liaising with Medics where medical assistance is needed.

Consent Club – an external volunteer-run team (augmented by Kiwiburn volunteers) offering a restorative-oriented support system, that provides onsite education and promotion of Consent principles and culture including the upholding of consent, safety, and accountability at the event, plus assistance for participants needing to address and resolve experiences of consent issues or incidents

Know Your Stuff – onsite external volunteer-run team offering drug-related harm reduction services such as advice, education, and the provision of factual information on general drug use including signs of excessive or dependent use, where to get help, etc in addition to providing a drug testing service incorporating advice on the effects of substances detected in the sample.

Medics – external contractor providing first aid services incorporating the use Kiwiburn's volunteer Triage Team and the provision of advanced medical intervention and emergency response services by a trained Paramedics team (external contractors).

The Wellbeing Facilitator 2iC will assist the Wellbeing Facilitator in the development and maintenance of the Policies, Plans, and Procedures necessary to support the above services and teams, and ensuring that the teams are conversant with, and trained in, such policies, plans, and procedures, and that the teams are adequately resourced to fulfil their obligations.

As Wellbeing directly impacts a large number of Departments and Teams, the Wellbeing Facilitator 2iC will maintain strong cross-team communication not only amongst the Team Leads and Teams within the Wellbeing department but also between them and all other affected Facilitators/Departments and their respective Teams and in particular while onsite with the Site Managers and the Event Delivery Team.

As a 2iC to an ExCom role, the Wellbeing Facilitator 2iC will be part of strategic and crucial decision making for Kiwiburn, and being a voice for your Team Leads and the Community. Year round this role includes supporting the Wellbeing Facilitator with team management, project management, and seeking opportunities for continual improvement. Onsite during the build period, if the Facilitator is not able to attend, there may be the opportunity to represent the Wellbeing department on the Event Delivery Team and be on the Paddock to continue the facilitation process when their teams arrive to commence set up and event activities.

The Wellbeing Facilitator 2iC supports the Wellbeing Facilitator to ensure the Team Leads for the Wellbeing Department, including Black Sheep Rangers, Sanctuary, Consent Club, Know Your Stuff, and Medics are able to successfully achieve their operational goals for the Kiwiburn event each year.

As a 2iC to an ExCom Facilitator role you may be required to stand in for the Facilitator if they are temporarily unable to carry out their Wellbeing Facilitator responsibilities.

Key Responsibilities

- As a 2iC to an ExCom role, act in a manner fitting of an ExCom member, as per the ExCom [Memorandum of Understanding](#).
- Maintain wellbeingfacilitator@kiwiburn.com and associated department email addresses.
- Participate in online discussion groups and attend online meetings as required. .
- **Assist the Wellbeing Facilitator to meet the following Responsibilities**
- Maintain communication and information sharing according to Kiwiburn's [Organisational Structure](#).
- Provide leadership and strategic direction for the Wellbeing teams.
- Consult with Team Leads on larger organisational issues and key decisions prior to making changes, and keep teams informed of any key decisions that affect them.
- Ensure all Team Lead roles are filled and support them in those roles and help them achieve their goals
- 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.
- Write an Afterburn document and collate your team's Afterburn reports in a timely fashion.
- Prepare an annual review of hazards, risks, incidents along with recommendations for corrective actions and improvements to minimise hazards, risks, and harm going forward
- Create relevant job manuals or documentation, and keep Asana tasks updated so someone could run your department in your absence

Performance objectives

Assist the Wellbeing Facilitator to achieve the following Performance Objectives

- Ensured the mental and physical wellbeing of all site attendees by maintaining Wellbeing Policies, Plans, and Procedures that are, as far as is reasonably practical, in accordance with any relevant legislation (even if only deemed to be applicable but not a legal requirement), any other central and local government directives, resource consent conditions, and any agreed Kiwiburn service levels.
- Wellbeing Teams' onsite and year round needs were met and they were able to achieve their operational requirements for the Kiwiburn event
- Monthly check ins held with all Team Leads
- Collaborated and engaged with the Kiwiburn organising team, correspondence was responded to and assigned tasks were completed in a timely manner, and meetings and forums were attended so as not to delay or impede the activities of the rest of the organisation
- Wellbeing section of annual Afterburn report provided by due date
- Annual review of risks, hazards, incidents relating to the Kiwiburn event and recommendations for ongoing harm/risk reduction presented to ExCom at the Summit
- Asana tasks updated to reflect current operations
- Documentation and Job Description maintained to reflect current operations.

Working Relationships

- ExCom members (colleagues)
- Team Leads of the Site Safety department (colleagues)
 - Black Sheep Rangers

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- Sanctuary
 - Consent Club (3rd party support service provider)
 - Medics (3rd party contractor plus Triage Volunteers)
 - Site Safety Department (mental wellbeing and physical safety services are complementary)
 - Infrastructure Department (provision of onsite facilities for your teams)
 - Communications Department (educating participants and volunteers and making them aware of Principles, wellbeing practices, harm reduction and wellbeing services available onsite)
 - Community Department (liaison on wellbeing matters affecting the general community)
 - Event Delivery Team (onsite activities of all participants occur in a safe manner)
 - Site Managers (jointly monitor and support the wellbeing of all persons on site)
 - Participants (provide services supporting their mental & physical health and wellbeing while onsite)

Who to contact for support

This can be a challenging role. As an ExCom 2iC you can approach firstly your Facilitator, or else the Chair and other ExCom members for general help and guidance, or a specific Team Lead for technical help. Any issues which arise can also be raised with your Facilitator, and more volunteers can be assigned to your department by the Crew Facilitator as required if the workload demands it.

You are also able to reach out to Crew Assistance (crewassistance@kiwiburn.com) anytime, as you need. When you sign on you will also be assigned a lovely human within this team that will be your point of contact for support.

Time Commitment

- **Year round:** 2 - 5 hours per week
- **September to January:** 5 - 10 hours per week.
- **On site:** Not required unless in another role, however if the Site Safety Facilitator is not available you may be offered the opportunity to stand in for them and be onsite 4-5 days prior to the Event and be part of the onsite Event Delivery Team supporting your Team Leads throughout the course of the pre-build and the Event.
- **Post Event:** 2 - 5 hours per week

Necessary Qualities, Knowledge and Experience

- Understanding of aspects of mental health care, consent culture, and drug related issues pertinent to the Kiwiburn event
- Familiarity with the various Kiwiburn teams and their functions.
- Regular access to a computer and internet.
- 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.
- Comfortable learning/using software.

Desirable Qualities, Knowledge and Experience

Note these are desirable - not necessary - attributes.....

- Prior leadership position within the Kiwiburn organisation preferred (but determined on a case by case basis.)
- Experience as a Team Lead on one or more of the teams you will be facilitating.

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- Existing relationship/s with Team Leads.
 - Previous experience managing a team of people with different workloads and priorities.
 - Project management experience.
 - Working knowledge of Google Docs and Workspace, Slack and project management software e.g. Asana (we can provide training/mentoring for these)
 - Understanding of Te Tiriti o Waitangi (Treaty of Waitangi)
 - Understanding of Te Tiriti o Waitangi (Treaty of Waitangi) - Please read these links for more information if you are unsure;
 - [The signing of the Treaty of Waitangi](#)
 - [Meaning of the Treaty](#)