
Community Facilitator 2IC

Job Purpose

We'd be nothing without our community, which shapes everything we do at Kiwiburn. This role supports the Community Facilitator and the rest of the Community Department team to help our KB community to thrive, connect, nurture, and become even more amazing.

Key Responsibilities

Community Department leadership support

- Assist the Community Facilitator in providing leadership and guidance to the Community department teams.
- Deputise for the Community Facilitator in their Kiwiburn Executive Committee (ExCom) duties if/when required (for example, due to absence).
- Support annual department planning and event planning for the annual Kiwiburn event.
- Deliver projects on behalf of the Community Facilitator to help improve Kiwiburn and the experience of our volunteers and our community.
- Ensure that the Community department has accessible and up to date policies and processes in place, and support other crew members to navigate these as required.
- Maintain communication and information sharing throughout your department, according to Kiwiburn's [Organisational Structure](#).
- Provide feedback to the Community Facilitator and the Kiwiburn Executive Committee (ExCom) as appropriate.
- Gather information and provide advice to the Community Facilitator to inform decision making.
- Maintain external communications and manage enquiries via assigned email addresses.
- Support the onboarding of new members into the Community department alongside the Volunteer team.
- Help to create a collaborative, engaging and inclusive team ethos where people are inspired to contribute and make a difference for the Kiwiburn community.
- Support Community Team Leads in achieving their goals for the annual Kiwiburn event.
- Keep in regular contact with Team Leads in your department to coach, mentor and assist them to remove roadblocks.
- Support the writing and collation of the annual Afterburn report for the Community department.

ExCom duties

The 2IC is expected to act in a manner fitting of an Kiwiburn Executive Committee (ExCom) member, as per the [Memorandum of Understanding](#). **At times, the 2IC will be required to stand in for the Facilitator in the delivery of their ExCom responsibilities.** These are:

- Be an active member of the ExCom, collaborating to provide strategic and key decision making for Kiwiburn, and representing the voice of your Team Leads and community.
- As part of ExCom, manage and direct the operation of Kiwiburn Incorporated Society and the annual Kiwiburn event.

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- Participate in ExCom online discussion groups and attend online meetings.
 - Contribute to courageous discussions at ExCom level to drive change.

Working Relationships

- Community Facilitator
- Rainbow Team Leads
- Cultural Safety Team Leads
- Consent Team Leads
- Accessibility Team Leads
- ExCom members

Time Commitment

- **Year round average:** 2 - 8 hours per week. From September - January this increases to 5 - 10 hours per week, and February - April (post-event) drops to 2 - 5 hours per week.
- **On site:** May be required to lead Community team onsite roles as a delegate for the Facilitator - to be discussed prior to each annual event.

Necessary Qualities, Knowledge and Experience

- Willing to address the ways power and privilege affects our community.
- Willing to advocate for those who are currently marginalised in our community.
- Good at working with and representing people with diverse needs and wants.
- Strong people and operational leadership skills.
- Strong communication skills, especially in an online environment.
- Ability to work collaboratively in a team with integrity and respect.
- Effective stakeholder management and experience in building relationships to achieve shared outcomes.
- Project and time management skills, with ability to deliver to deadlines.
- Familiarity with the various Kiwiburn teams and their functions.
- Desire to serve the burner community.
- Flexibility and adaptability in a potentially fast changing environment.
- Comfortable learning/using software with regular access to a computer and internet
- Self directed learner.

Desirable Qualities, Knowledge and Experience

- Prior leadership position within the Kiwiburn organisation preferred but determined on a case by case basis.
- Project management experience.
- Previous experience managing a team of people with different workloads and priorities.
- Experience as a Team Lead for one or more of the teams in the Community department.