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## Wellbeing Facilitator

### Job Purpose

Wellbeing is vital to Kiwiburn creating and maintaining a safe environment for our community on the Paddock. This role facilitates the Wellbeing Department in protecting and promoting - as far as is reasonably practicable - the mental and physical health and wellbeing of all participants, volunteers, and visitors while onsite.

### Key Responsibilities

#### Wellbeing leadership

- Provide guidance and support to a mix of Kiwiburn internal teams and third party service providers to deliver a safer Paddock experience in respect of the mental and physical health and wellbeing of those onsite.
- Lead the establishment and maintenance of Wellbeing policies, plans, and procedures in accordance with relevant legislation, best practice, directives and agreements, as far as is reasonably practical.
- Lead the ongoing review of risks, hazards and incidents relating to the Kiwiburn event and prepare recommendations for ongoing harm/risk reduction.
- Facilitate the Kiwiburn Wellbeing Teams so they can achieve their goals for the annual Kiwiburn event and year round as applicable.
- Maintain external communications and manage enquiries via assigned email addresses.
- Manage department and team spending, including developing and working within budgets.

#### ExCom membership

- Be an active member of the Kiwiburn Executive Committee (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.
- Act in a manner fitting of an ExCom member, as per the [Memorandum of Understanding](#)
- Participate in ExCom online discussion groups and attend online meetings.
- Contribute to courageous discussions at ExCom level to drive change.

#### Team leadership

- Provide leadership and strategic direction for the Team Leads in your department.
- Create a collaborative, engaging and inclusive team ethos where people are inspired to contribute and make a difference for the Kiwiburn community.
- Maintain communication and information sharing throughout your department, according to Kiwiburn's [Organisational Structure](#).

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- Communicate and consult with your Team Leads, and the wider department as appropriate, on any key decisions that affect them.
  - Ensure your teams' operational needs are known and supported.
  - Ensure your teams are responsive and meet deadlines and key deliverables.
  - Hold regular catch ups with your Team Leads to coach, mentor and assist them to remove roadblocks, including at least monthly meetings as activities increase.

### Working Relationships

- ExCom members
- Wellbeing Facilitator 2iC
- Wellbeing Team Leads
  - Black Sheep Rangers (Kiwiburn volunteers)
  - Sanctuary (Kiwiburn volunteers)
  - Consent Club (third party support service provider utilising Kiwiburn volunteers)
  - Know Your Stuff (third party service provider)
  - Medics (third party contractor plus Kiwiburn Triage Volunteers)
- Site Safety Team Leads
- Infrastructure Department
- Communications Department
- Community Department
- Event Delivery Team
- Site Managers
- Participants

### Time Commitment

- **Year round average:** 2 - 8 hours per week (including monthly online ExCom meetings). From September - January (pre-event) this increases to 5 - 10 hours per week, and February - April (post event) drops to 2 - 5 hours per week.
- **On site:** 2-3 days prior to, and during, the Event, directly, or via your 2iC or other representative, be part of the onsite Event Delivery Team and provide support to your Team Leads throughout the course of the pre-build and the Event.
- **Additional:** one (or two) weekend(s) for ExCom Summit and KAC Summit.

### Necessary Qualities, Knowledge and Experience

- Passion for supporting the Kiwiburn community's mental and physical health and wellbeing whilst on the Paddock.
- Background or understanding of aspects of mental and physical health care, consent culture, and drug related issues pertinent to the Kiwiburn event.
- 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.

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- Project and time management skills, with abilities in work planning and managing self and others to deliver to deadlines.
  - Familiarity with the various Kiwiburn teams and their functions.
  - Desire to serve the burner community.
  - Ability and desire to reach out to other regional burns to learn and share knowledge to help improve Wellbeing and ExCom.
  - 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.
- Previous experience managing a team of people with different workloads and priorities.
- Project management experience.
- Experience as a Team Lead (preferably) or as a Team Member of one or more of the Wellbeing teams you will be facilitating.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please refer to the [Memorandum of Understanding](#) for more information.