

Revision date: January 2025

Burn Perimeter Lead 2IC

The Burn Perimeter Lead 2IC assists the Burn Perimeter Lead in supervising the Burn Perimeter Team, to ensure members of the community are safe during the burning of large art pieces on the paddock.

Key Responsibilities

- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).
- Maintain communication and information sharing according to Kiwiburn's [Organisational Structure](#).
- Assist the Burn Perimeter Lead in the running of the team.
- Learn how to do the Burn Perimeter Lead's role, so you can take over when required.

Before the event

- Help the lead to recruit volunteers for the Burn Perimeter Team, and schedule shifts.

During the event

- Act as a Quad Lead on the Burn Perimeter.
- Assist the Burn Perimeter Lead in the execution of their duties, as required.

Performance objectives

- Recruit volunteers and schedule onsite shifts.
- Attend preburn trainings.
- Update the Burn Perimeter manuals if required.

Time Commitment

- **Before the event**
 - August - January: ~1 hour per week, to attend meetings and respond to volunteers.
- **During the event:** 7 - 8 hours across Saturday and Sunday for meetings, training, and the burns.
(The Burn Perimeter Lead 2IC must remain sober and responsible on these days, until the perimeter shifts are over)

Necessary Qualities, Knowledge and Experience

- Experience as a perimeter volunteer (can be at a different event).
- Regular access to a computer and internet.
- Strong communication skills, especially in an online environment.
- Flexibility and adaptability in a potentially fast changing environment.
- Proven experience in high pressure situations.
- Familiarity with the various Kiwiburn teams and their functions.

Desirable Qualities, Knowledge and Experience

- Experience working with fire, burnable art, crowd control, or emergency services.
- Volunteer management or training experience.
- Working knowledge of Google Docs.
- Understanding of [Te Tiriti o Waitangi](#) (Treaty of Waitangi).

Working Relationships

- Burn Perimeter Lead (senior)
- Site Safety Facilitator ExCom member (senior)
- Site Safety and FAST team leads and members (colleagues)
- Burn Plan Team members (colleagues)
 - Event Delivery Team
 - Site Managers
 - Burnable Arts Liaison/Team
 - Effigy and Temple Leads
 - Fire Team
 - FAST
 - Fire Performance
 - Rangers
 - Medics
- Burn Perimeter volunteers (responsible for)

Who to contact for support

Main point of contact is the Burner Perimeter Lead. You can also approach the Site Safety Facilitator or ExCom/Event Delivery Team for general help and guidance, or a specific Team Lead for technical help. You're also able to reach out to Crew Assistance during the year or Crew Support when on site anytime, as you need.