

Crew Facilitator

Job Purpose

Kiwiburn is entirely volunteer-run - a do-ocracy where our community puts in the time and effort to make Kiwiburn happen, both onsite on the paddock and behind the scenes year-round. This role facilitates the Crew Department to match volunteer talents to the mahi it takes to run the Kiwiburn organisation and annual event, and to support the success and wellbeing of our awesome Kiwiburn volunteers.

Key Responsibilities

Crew leadership

- Work with the Crew teams, ExCom and the wider community to develop and deliver a shared vision for the volunteering experience with Kiwiburn.
- Lead the establishment and maintenance of Crew policies, plans, and procedures to support the success and wellbeing of Kiwiburn volunteers.
- Facilitate the Crew Team Leads in achieving their goals for the annual Kiwiburn event.
- Identify gaps and provide solutions and suggestions within the Crew department and ExCom to ensure smooth operational delivery during the year and for the event.
- 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 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
- Crew Team Leads
- Crew Facilitator 2IC
- Wellbeing Facilitator and teams
- Communications team
- IT team
- Community teams
- Site Safety Team Leads
- Infrastructure Department
- Event Delivery Team
- Site Managers

Time Commitment

- **Year round average:** 2 - 8 hours per week (including monthly online ExCom meetings). 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:** Lead Crew team onsite roles, or provide an onsite delegate.
- **Additional:** one (or two) weekend(s) for ExCom Summit.

Necessary Qualities, Knowledge and Experience

- Passion for supporting Kiwiburn volunteers to share their talents and skills and to have a great experience with Kiwiburn.
- Experience of managing volunteers or working in volunteer roles.
- Experience in developing and implementing policies and processes.
- 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 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 Kiwiburn Crew Department and ExCom
- Flexibility and adaptability in a potentially fast changing environment.

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- 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 for one or more of the teams in the Crew department.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please refer to the [Memorandum of Understanding](#) for more information.