

Revision date: Sep 2024

## Community Facilitator (ExCom role)

### Job Purpose

Work with the Community and ExCom to establish, and then on an on-going basis, maintain, a **Community Department** within Kiwiburn to meet the following purposes :

- To collaborate with all stakeholders in the Kiwiburn community, facilitating the best version of community we are capable of imagining.
- To establish and maintain relationships between ExCom, Kiwiburn, and the general Burner community to promote the free exchange of ideas, feedback, and communication between and among all groups.
- To help Kiwiburn uphold te Tiriti o Waitangi and work on maintaining and improving Kiwiburn's relationship with Mana Whenua, Ngati Hauiti, in accordance with their wants and needs.
- To establish and promote processes for upholding Tikanga Māori where appropriate throughout the organisation.
- To promote Kiwiburn/Burning Man's Principles in the New Zealand Burner Community and ensure that Kiwiburn organisation adheres to those Principles in all facets of its operations.
- To design and implement processes ensuring that these principles are up to date and fit for purpose in our context in Aotearoa.
- To encourage and promote diversity, inclusion, and representation within Kiwiburn and the general Burner Community
- To maintain alignment and collaboration with other regional burns around the world, and other related events around Aotearoa.
- Be an active member of the Kiwiburn Executive Committee (ExCom) involving
  - Taking an active role in the planning and decision making process within Kiwiburn including developing policies and long term strategies
  - Coordinating and supporting the Teams within the Community department's purview
  - Representing the Teams within the Community department and the general community at ExCom discussions.

### Key Duties/Responsibilities:

- Act in a manner fitting of an ExCom member, as per the [Memorandum of Understanding](#)
- Maintain communication and information sharing throughout the Community department, according to Kiwiburn's [Organisational Structure](#).
- Keep teams informed of any key decisions that affect them.
- Provide leadership and strategic direction for the Team Leads in your purview.
- Consult with Team Leads on larger organisational issues prior to making recommendations or decisions.
- Ensure Community teams meet deadlines and key deliverables.
- Ensure teams work together in a smooth and efficient manner, minimising and resolving conflict.
- Ensure ExCom is aware of all Community Team Leads' requirements in order for them to thrive.
- Maintain the CommunityFacilitator@Kiwiburn.com and Community@Kiwiburn.com email addresses.

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- Manage department and team spending, including developing and working within budgets.
- Participate in ExCom online discussion groups and attend monthly online meetings.
- Assist with the on-boarding of Community Department Team Leads in conjunction with Volunteer Coordinator (online, face to face or phone queries).
- Produce an Afterburn report following an event cycle
- To actively participate in the Event Delivery (ED) team, in organising and running the event.

### Working Relationships:

- Facilitators (ExCom members), Site Managers, ExCom Chairperson, Treasurer and Secretary.
- Team Leads under your purview
- Team Leads in other departments where remit of Community Department overlaps.
- Consent Club
- Kiwiburn Arts Committee (KAC)
- Communications Team.

### Teams under leadership:

- CommuniTEAM
- Consent Culture
- Data Analysis Team

### Time Commitment:

- **Year round:** 2 - 8 hours per week (including monthly online ExCom meetings)
- **September/January:** 5 - 10 hours per week
- **On site:** 2-3 days immediately prior to the event.
- **Post Event:** 2 - 5 hours per week, and one (or two) weekend(s) for ExCom Summit.

### Necessary Qualities, Knowledge and Experience:

- Desire to serve the Burner community
- Strong understanding of Burning Man's Ten Principles and how they relate to matters such as consent culture, diversity, sustainability and inclusion
- Passion for supporting marginalised communities and creating safe, collaborative spaces
- Strong Leadership skills and communication skills, especially in an online environment
- Be able to negotiate to make and implement a continuous improvement change to Kiwiburn culture
- Effective stakeholder management
- Regular access to a computer and internet

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- Able to work collaboratively in a team with integrity and respect
- Time management – including project management, 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:**

- Experience in the development of diversity and inclusion practices
- Previous experience managing a team of people with different workloads and priorities
- Existing relationship/s with Team Leads
- Project management experience
- Self directed learner
- Familiarity with the various Kiwiburn teams and their functions
- Strong understanding of the Burner principles and philosophies.