

## Crew Facilitator 2IC

### 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 assists the Crew Facilitator to ensure the right systems and support are in place to match the knowledge, skills and availability of these awesome beings to the mahi it takes to run the Kiwiburn organisation and annual event.

### Key Responsibilities

#### Crew leadership support

- Assist the Crew Facilitator in providing leadership and guidance to the Crew department teams. These teams include Crew Assistance, Crew Processes, Swag, Training, Volunteers, Kitchen, and Onsite Crew Support.
- Deputise for the Crew Facilitator in their Kiwiburn Executive Committee (ExCom) duties if/when required (for example, due to absence).
- Support annual planning for the above departments, and event planning for the annual Kiwiburn event.
- Deliver projects on behalf of the Crew Facilitator to help improve Kiwiburn and the experience of our volunteers and our community.
- Help to ensure that the Crew 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 Crew Facilitator and the Kiwiburn Executive Committee (ExCom) as appropriate.
- Gather information and provide advice to the Crew Facilitator to inform decision making.
- Maintain external communications and manage enquiries via assigned email addresses.
- Support the onboarding of new members into the Crew 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 Crew 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 Crew 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.
- Participate in ExCom online discussion groups and attend online meetings.
- Contribute to courageous discussions at ExCom level to drive change.

### Working Relationships

- Crew Facilitator
- Crew Team Leads
- ExCom members
- IT team
- Communications team
- Community teams
- Wellbeing teams
- Site Safety Team Leads
- Infrastructure Department
- Event Delivery Team
- Site Managers

### 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 Crew team onsite roles as a delegate for the Facilitator - to be discussed prior to each annual event.

### Necessary Qualities, Knowledge and Experience

- 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 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 Crew department.
- Experience in working in volunteer-run organisations.
- A background in human resources, recruitment and/or people management
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.