

Position Description

Position title: Assistant Wellington City Missioner
Reporting to: Wellington City Missioner
Staff reporting: Graphic Designer, Other Communications Staff, Other

Our context

Wellington City Mission (WCM) is a faith-led, faith-centred, community organisation that has been supporting those in need in the Wellington region through the provision of social services since 1904. In recent years, the Mission has grown significantly and in response, we are looking to grow our leadership capabilities.

WCM's strategic priorities are:

- Transitional Housing and Rest Home/Hospital Care.
- Provision of Food, Social Work support, Financial Mentoring, and other Community services.
- Volunteering as a vehicle to engage the community in caring for itself.

Our vision

People and communities empowered, transformed and experiencing fullness of life.

Our values

Aroha / Love

Tūmanako / Hope

Whanaungatanga / Kinship

Manaakitanga / Generosity

Purpose of the role

The Assistant Wellington City Missioner will actively support the work of the Wellington City Missioner, undertake key projects for the Wellington City Missioner, will be a part of, and contribute to the Mission Leadership Team (MLT), and will have the primary responsibility for Communications (Internal and External) in the Wellington City Mission.

Representative responsibilities and outcomes

Responsibility	Outcome
Communications	
Guardian of the WCM Brand	<p>Maintaining and developing the Wellington City Mission brand for the communities of the Wellington region and the stakeholders of WCM.</p> <p>Preserving the integrity of 119 years of brand history whilst developing contemporary and relevant communications and initiatives.</p> <p>Continuing public trust and confidence in the WCM brand.</p> <p>Increasing external brand and organisational awareness.</p>
External Communications	<p>Planning and delivering high quality communications and brand collateral that facilitates the brand aspirations above.</p> <p>Optimal use of all communications channels; digital, spoken, written, website, social media etc.</p> <p>Working with the General Manager Fundraising to produce timely, focused and effective fundraising and donor management communications, including regular donor newsletters, appeal letters, electronic direct mail, etc.</p> <p>Effective relationships with media and the provision of proactive and reactive media responsiveness, including writing press releases.</p> <p>Produce organisational documents including the annual review.</p> <p>Development of presentation content for all representatives speaking on behalf of WCM.</p>
Internal Communications	<p>Ensuring that all WCM staff and volunteers are fully informed about the current context of WCM, its future pathways, any change mechanisms, and the expectations WCM has of them.</p> <p>Regular, creative, timely and innovative methods are used to connect with and communicate to, all staff and volunteers.</p> <p>People entering WCM temporarily or permanently are supported and informed effectively.</p> <p>All parts of WCM have an awareness of and an appropriate relationship with the other parts of the organisation.</p>
Support for the Wellington City Missioner	
Represent WCM in a range of forums	<p>Representing WCM confidently and competently in engagements with Central Government ministers and officials, Local Government mayors, elected members and officials, church representatives, community groups, businesses, funders, donors, WCM stakeholders and the public.</p>
Share the external presentation workload of the Wellington City Missioner	<p>Present inspirationally to a wide range of groups on the work and future aspirations of WCM, as a representative of WCM and a representative of the Wellington City Missioner.</p> <p>This may involve the occasional evening and weekend commitment.</p>

Strategic Confidante to the Wellington City Missioner	Be available, alongside other MLT colleagues, to be a 'sounding board' and confidential advisor to the Wellington City Missioner. Be a creative and strategic thinker and a generator of ideas for how WCM can better serve its communities and operate more effectively.
Deputise for the Wellington City Missioner as required.	Demonstrate a willingness and capability to act as Wellington City Missioner in the temporary absence of the City Missioner.
Member of the Mission Leadership Team (MLT)	
Contribute to the strategic and operational thinking of the MLT	Become a valued colleague and contributor to the MLT, actively participating in all meetings both formally and informally. Bring ideas, solutions, listening, and encourage others in their ideas, and question in a way that creates value.
Represent the MLT in both internal and external contexts	Act as a senior leader throughout the locations and activities of WCM. Accurately represent the views, positions and decisions of MLT to others. Commit to the collective ownership of MLT decisions and outcomes. Contribute to discussions with the Board of Trustees as required.
Support for MLT colleagues in their respective functions	Willingly support other MLT colleagues in their roles as required, and contribute to the MLT commitment to cover each other's roles in the event of temporary absences.
Strategic Projects	
Work with the Wellington City Missioner on specific projects	Insights, contribution and leadership of future planning and new opportunities.
Lead individual pieces of work on behalf of the MLT	Complete any assigned project in a timely and competent way. Engage others as required to ensure projects are appropriately resourced.
Leadership	
Lead, manage and develop the assigned team	Team members are engaged and productive. Team members understand their roles and have or are developing the necessary skills and resources to carry them out.
Recruit, select, appoint and induct team members	People with relevant knowledge, skills and attributes are recruited and deployed. Recruitment processes are efficient and comply with legal and policy requirements. All applicants are treated respectfully, and recruitment processes are consistent with WCMs values.
Carry out annual reviews according to WCM practice	Annual reviews are completed within WCM time frames. Reviews are honest and constructive and objectives achievable. Review actions are documented and followed up.

Assist team members to plan and achieve relevant learning and development goals	Team members become increasingly proficient at their current roles. Team members are preparing for future roles or additional responsibility as appropriate. Retention and engagement are enhanced.
Manage team members' employment relationships within delegations, including managing disciplinary and change processes	Employment matters are managed in ways that meet legal and policy requirements and are consistent with WCMs values.
Model and reinforce WCM's values	Team members know WCMs values and demonstrate these in their work and their interactions with each other, clients, and the public.
Process improvement	
Look for and propose process improvements	Processes are effective and innovative. WCM demonstrates best practice. WCM resources are used to good effect.
Values and health and safety	
Demonstrate WCM's Kaupapa and values	All tasks and interactions are carried out in ways that are consistent with WCM's Kaupapa and values.
Comply with WCM's health and safety practices and processes	Hazards are identified and controlled in line with WCM's health and safety management. Incidents are reported promptly and according to WCM policy and practice. The position holder and those they work with are kept safe.

Person specification

Essential	Desirable
Qualifications	
	Tertiary qualification in leadership, communications, social sciences, or senior management disciplines.
Knowledge and experience	
Professes and lives an active Christian faith and can commit whole-heartedly to the values and aspirations of the Wellington City Mission	
Is an exceptional communicator that engages and inspires others in both spoken and written forms	
Significant experience in leading others, in executive management roles, and in complex organisational change and development	
Demonstrated skills and experience in effective organisational communications including social and mainstream media	
Attributes	
Enthusiastic and optimistic	
Caring and generous	
Humble and committed to task	
Honest and trustworthy	
Motivated, with a great work ethic	
Enjoys others and other's successes	
A dedicated team player	
A credible external reputation	

Key relationships

Inside WCM	Outside WCM
Wellington City Missioner	Other community agencies
Mission Leadership Team	Church representatives
Brand and Communications Team	Central and Local Government representatives
Fundraising Team	Funders and Stakeholders
Other WCM staff	Communities
WCM Board of Trustees	

Authorities

Financial	Personnel
Budgeted Brand/Communications Expenditure	Brand and communications staff
Project Expenditure	Project teams as required
As delegated by the Wellington City Missioner	Other

Place and hours of work

The normal place of work is in Wellington City Mission's offices in Wellington. The position holder may be required to work elsewhere from time to time according to the needs of WCM. WCM may also vary the normal place of work as long as the variation is reasonable.

This is a full time role of 37.5 hours per week. Normal hours are worked between 8am and 6pm, Monday to Friday unless otherwise agreed with the Wellington City Missioner.

Driver's licence

This position does require the position holder to have a current full car drivers' licence.