

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 though 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**

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| **Responsibility**  | **Outcome**  |
| **Communications** |
| Guardian of the WCM Brand | Maintaining and developing the Wellington City Mission brand for the communities of the Wellington region and the stakeholders of WCM.Preserving the integrity of 119 years of brand history whilst developing contemporary and relevant communications and initiatives.Continuing public trust and confidence in the WCM brand.Increasing external brand and organisational awareness. |
| External Communications  | Planning and delivering high quality communications and brand collateral that facilitates the brand aspirations above.Optimal use of all communications channels; digital, spoken, written, website, social media etc.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.Effective relationships with media and the provision of proactive and reactive media responsiveness, including writing press releases. Produce organisational documents including the annual review. Development of presentation content for all representatives speaking on behalf of WCM. |
| Internal Communications | 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.Regular, creative, timely and innovative methods are used to connect with and communicate to, all staff and volunteers.People entering WCM temporarily or permanently are supported and informed effectively.All parts of WCM have an awareness of and an appropriate relationship with the other parts of the organisation. |
| **Support for the Wellington City Missioner** |
| Represent WCM in a range of forums | 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. |
| Share the external presentation workload of the Wellington City Missioner | 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. This may involve the occasional evening and weekend commitment. |
| 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**

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| **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**

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| **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**

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| **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.