



Centre Project Manager

Job Description

Ren Xue Australasia Context

Ren Xue Australasia (RXAA) is a not-for-profit charitable trust incorporated in Aotearoa/New Zealand. RXAA works with the community in Aotearoa and Australia to help develop Ren Xue. RXAA was established in 2015 as part of an initiative to provide a global organisational structure for Ren Xue. It is governed by the RXAA Board, with board members from both Aotearoa and Australia.

Organisational Growth

Over the past five years, RXAA has undergone significant growth as an organisation. This growth reflects the increasing engagement and expanding activities of RXAA within the community.

Property and Assets

RXAA, as a Charitable Trust, owns a farm located in Onekaka, Mohua/Golden Bay. The Trust is currently responsible for farming this land. In addition to the farm, there is a recently renovated villa situated on the property. The villa is intended to generate income that will help support the charitable activities of RXAA.

Development Projects

A major building project is currently in its early stages on the farm property. This project aims to establish a Centre for Ren Xue, which will serve as a global centre for teaching and organisational activities. The long-term vision is for this Centre to eventually become the responsibility of Ren Xue International. It is this building project that the Project Manager will have responsibility for.

Support for Ren Xue Teachers

In addition to these property and development initiatives, RXAA continues to provide support to Ren Xue teachers throughout Aotearoa and Australia, contributing to the ongoing development of the Ren Xue community.

Ren Xue Australasia Vision, Mission and Goals

Vision A world where all people experience harmony – within their own lives, their personal relationships, society and with nature

Mission To uplift ourselves and help others to do the same by promoting Ren Xue

Goals

1. Elevate our own lives and the work of the organisation
2. Support the development of Ren Xue, Ren Xue teachers and the Ren Xue community
3. Promote Ren Xue

Six Guiding Principle for Working in Ren Xue Organisation

1. Apply the highest principle of Ren Xue: Zi Du, Du Ren (uplift yourself & help others)
2. Embrace the mission (Zi Du, Du Ren) and take responsibility
3. Love and support one another to grow together
4. Uphold harmony
5. Adopt a pioneering spirit and exercise creatively
6. Move forward with courage

Purpose of the Role

To enable, coordinate and lead the building project of a Ren Xue Centre in Onekaka, Mohua/Golden Bay, Aotearoa/New Zealand.

Location Fully Remote, with some travel required

Reporting To Report to the RXAA Chairperson

Hours 20-25 hours per week, negotiable

Key Responsibilities

- Guide the strategic vision of and manage risk for the project.
- Work with the Chairperson to represent and communicate the vision of the project as required to the Ren Xue community, local community, local Iwi, potential funders/donors and partners, Council, media.
- Oversee the development and implementation of the annual budget and operational plans that support it.
- Ensure legislative and regulatory compliance for the building project and the farm.
- Provide reports as required in relation to budgets, progress against strategic and operational plans and any compliance requirements.
- Coordinate and support staff, contractors and volunteers.
- Work with the RXAA Management on any legal, HR and financial matters to ensure the healthy operation of the project.
- Maintain full operational oversight of the building project.

- Bring cultural competence and an understanding of Te Tiriti o Waitangi and its relevance to partnership, governance, and community engagement.

Key Relationships

- Build and support flourishing and effective relationships with RXAA Staff and with Ren Xue organisations globally.
- Build and maintain strong and healthy relationships with stakeholders, particularly the Ren Xue Community, the Mohua/ Golden Bay community and local iwi.

Person Specification

- Deep alignment with Ren Xue principles: kindness, personal growth and the mission to uplift oneself and others (Zi Du, Du Ren).
- Ability to operate in times of change; to build systems, and lead through growth and transition.
- Experience as a project manager is essential; experience as a project manager within the building sector is desirable.
- Experience with legislative and regulatory compliance in Aotearoa New Zealand, including sound fiscal management.
- Financial/business acumen, with demonstrated ability to manage budgets.
- Self-motivated and able to use initiative – with the ability to work both independently and collaboratively.
- Confidence to navigate across different technical platforms* and develop new systems and processes.
- Problem-solving skills, adaptability, and the ability to prioritise and meet deadlines in a dynamic environment.
- Relevant qualifications are preferred.
- Must be eligible to work in New Zealand.

March 2026