



Job Description

April 2026

Job Title	Community Activator
Reports To	Community Operations Lead
In a sentence	<p>Our Community Activators will work within the Tāmaki Maungakiekie Local Board area, creating and delivering waste reduction and sustainability initiatives for the Tāmaki WRAP Charitable Trust.</p> <p>To represent, role model and promote the Tāmaki WRAP mission statement to:</p> <p><i>Connect, collaborate and foster behaviour change within Maungakiekie-Tāmaki to reduce waste</i></p>

Key Responsibilities

The responsibilities of this role are:

1	<p>Project Support</p> <ul style="list-style-type: none"> ● Design and deliver programmes of work according to the annual work plan ● Transform ideas and work plan requirements into deliverable, meaningful, and impactful projects ● Attend and contribute to project hui, workshops and activations ● Identify, support and develop Tāmaki WRAP community volunteers ● Ensure receipts are submitted according to an agreed time frame. ● Document processes for programme delivery ● Assist with event logistics within a zero waste kaupapa.
2	<p>Reporting Responsibilities</p> <ul style="list-style-type: none"> ● Provide reporting information to support the programme delivery through providing an oversight of project status and key project information to the Community Operations Lead. ● Measure impact and evaluate programmes of work with support from the Community Operations Lead ● Identify and initiate funding applications with support from the Community Operations Lead

3.	<p>Stakeholder Management</p> <ul style="list-style-type: none"> ● Maintains good working relationships with Auckland Council, Maungakiekie-Tāmaki Local Board, customers, volunteers and other community activators. ● Attending relevant local hui and events to promote and network Tāmaki WRAP’s kaupapa ● Maintain contact with customers and third-party suppliers as appropriate. ● Keep abreast of Covid-19 and related Ministry of Health requirements.
4	<p>Administration and Online Responsibilities</p> <ul style="list-style-type: none"> ● Updating Tāmaki WRAP website as required with events, and weekly social media posts on Tāmaki WRAP Instagram and Facebook. ● Coordinating the digital presence to raise our visibility and awareness of Tāmaki WRAP. ● Contribute to the database mailing list and content for the bimonthly newsletter and stories of change. ● Administration tasks including ensuring information is up to date on the Tāmaki WRAP shared drive. ● Ensure events are listed on the Humanatix system, shared on various platforms, and promoted in a timely manner. ● Manage enquiries from existing and potential clients. ● Provide support to other stakeholders through web, phone and email channels as directed.
5	Support and promote an understanding and commitment to the principles of Te Tiriti o Waitangi in the way we work and the work we undertake.
6	Any other reasonable tasks requested from time to time.

<p>Key Attributes For Community Activator are:</p>	
	<ul style="list-style-type: none"> ● An excellent communicator who can interact with a diverse range of people and projects ● Has a connection to Maungakiekie-Tāmaki ● A passionate advocate who cares for Papatūānuku ● Someone motivated by teamwork who will collaborate to deliver community-based projects. ● A self-motivated person who is well organised, has good time management and can work flexibly ● Someone who is digitally competent and comfortable using technology, i.e. social media, google drive, and electronic timesheets. ● Someone interested in supporting the vision of a zero-waste future and healthy, sustainable communities

The working days and times are flexible but can involve some evening and weekend work.

The successful candidate will be required to provide their own phone and computer and vehicle that can be used to undertake activities required by this contract.