



Kaitakawaenga Māori: Job description

Title: Kaitakawaenga Māori

Status: Permanent

Hours: 30 hours

Location: Wellington CBD

Remuneration: \$80,400 – \$108,800 FTE, pro-rated to reflect the 30 hours

I runga i ngā tini āhuetanga o te wā tae noa ki ō tātou mate. Kua tangihia, kua mihia rātou mā e taea ai te kīi kua ea. Waiho rātou ki a rātou. Ko tātou ngā mahuetanga iho, tēnā tātou katoa. Nau mai, kuhu mai ki tēnei kaupapa nui hei oranga mō te iwi Māori o te rohe nei, arā, ko Te Āti Awa tēnā, ko Ngāti Raukawa ki te tonga tēnā, ko Ngāti Toarangatira tēnā, tae atu ki ngā Taura Here ki tēnā iwi, ki tēnā iwi, ki tēnā hapori, ki tēnā hapori. Nau mai, haere mai e te ringa tōhau nui.

About Wellington Community Fund

Wellington Community Fund (WCF) is a grantmaker with the vision of: Thriving communities across the Wellington Region. Our purpose is to invest in the communities of the Wellington region. We seek to do this in Te Upoko o Te Ika, from Ōtaki down the Kāpiti Coast to Porirua, Wellington, and the Hutt Valley, by being responsive to changing community aspirations and needs. We provide just over \$2 million in annual funding to enable not-for-profit organisations to respond to the needs of their communities now and for generations to come.

We operate two funds

He Rau Aroha funds mana whenua and taura here to advance Māori aspirations. Te Ohu Manaaki, a Board committee comprising trustees with Māori whakapapa, makes decisions on all applications to He Rau Aroha.

General Grants provides funding for organisations delivering social services. Applications seeking less than \$20k are decided on the Chief Executive and grants seeking more than \$20k are decided by the Trustees.

We have four team members. We are governed by a Board of Trustees who are appointed by the Minister of Finance via the Cabinet Appointments Committee. We are one of 12 community trusts and are bound by the Community Trusts Act. Our strategy and more information can be found on www.wellingtoncommunityfund.org.nz.

These values underpin our work:

- Respect
- Upholding Te Tiriti o Waitangi and its principles
- Mana enhancing practice
- Advancing equity and inclusion
- Responsiveness & flexibility
- Responsible investing
- Transparency
- Genuine relationship building

Purpose of position

This role:

- Enhances WCF's relationships with and relevance to Māori communities.
- Assists WCF to embed an appropriate focus on Māori issues within its culture, strategic activities, and operational work.
- Manages the distribution of He Rau Aroha, including advising Te Ohu Manaaki, providing the group with secretariat services and implementing its decisions.
- Contributes to the general work of WCF, including with general grants assessment.

Person specification

This is a broad role that suits someone with a generalist skill set who likes variety. On any day you'll need to consider strategic alignment, build relationships with a wide variety of people, analyse applications or write up funding recommendations, and undertake associated administration.

We operate in a dynamic environment in terms of community needs and opportunities, and we stay agile to maximise the difference we can make. Therefore you'll need to be comfortable with change, open to learning, and committed to improving how we do things. You'll be a team player as given the small size of the staff, we help and back up each other.

The team

The position reports to the WCF Chief Executive Officer.

Given Te Ohu Manaaki makes granting and other decisions on He Rau Aroha - within the wider organisational strategy and policy framework - this role directly engages with members of Ohu Manaaki.

WCF also employs a Community Funding Manager to oversee the General Grants Fund; and an Operations and Governance Coordinator. It contracts in specialist services like finance, investment management, and IT support. We have working relationships with our colleagues in the other community trusts around New Zealand.

Team members work two days in the office (or more if you prefer), which is located on Lambton Quay. You will require your own car to travel to community hui, and will be reimbursed for expenses.

Primary objectives

- To develop and strengthen WCF's relationships with mana whenua and taura here in the Wellington region.
- To advise on and implement He Rau Aroha.
- To provide sound, evidence-based advice, and recommendations on funding applications.
- To identify ways WCF can increase the efficiency and impact of its activities.

Engagement

- Fostering and maintaining positive relationships with mana whenua and taura here in the greater Wellington region.
- Identify and communicate community needs and Māori aspirations.
- Build relationships with other philanthropic agencies and grantmakers to support their funding for mana whenua and taura here.
- Promote all of WCF's funding opportunities to Māori.
- Undertake special projects as required, including planning engagement.

Grants

- Engage with mana whenua and taura here on He Rau Aroha and develop proposals to distribute funds.
- Manage and administer He Rau Aroha, including managing the end to end process in WCF's grantmaking software.
- Assess funding opportunities in line with the WCF's policy, guidelines and values.
- Provide written recommendations and reports to Te Ohu Manaaki and communicate decisions.
- Assist organisations in the pre-application and application stages.
- Assist with assessment and recommendations of General Grants and any other fund programmes.

Policy and research

- Contribute expertise on Māori development and Māori issues, grant making in Māori communities to the wider philanthropic community where appropriate.
- Access and utilise appropriate research to ensure policy is appropriately aligned.
- Maintain high levels of sector and community knowledge.
- Contribute to the WCF's strategic thinking and planning.

Required attributes

- Knowledge of te reo Māori and tikanga Māori to the level of expertise where the person would be well accepted by iwi, hapū. Fluency in te reo Māori is preferred.
- Understanding of, and affinity with, the charitable sector, community issues, and not-for-profit environment.
- Existing networks with iwi and hapū demonstrating a track record of successful community engagement and relationship skills.
- Knowledge and experience of Māori development issues, and of key issues related to social justice and inclusion, are highly desirable.
- Digital literacy competence, including ability to administer grantmaking software, Microsoft products and use of AI.
- Track record of identifying and implementing process, system and service delivery improvements.
- An eye for detail, sound written communication skills good judgement, and decision-making skills.
- A clean full drivers' licence and access to a car for travel to hui.
- A relevant tertiary qualification is desirable.

Key Relationships:

WCF	External
<ul style="list-style-type: none"> • Chief Executive • Community Funding Manager • Operations and Governance Coordinator • Trustees 	<ul style="list-style-type: none"> • Mana whenua: Te Āti Awa / Taranaki Whānui, Ngāti Toa Rangatira, Ngāti Raukawa • Taura here in the region • Community groups • Grant applicants • Other grantmakers and philanthropists • Strategic partners • Local and central government agencies