

## JOB DESCRIPTION



<b>Position title</b>	Community Liaison Coordinator
<b>Reporting to</b>	Chief Executive
<b>Position Status</b>	Permanent Part-Time
<b>Date</b>	July 2022

### Background

South Waikato Investment Fund Trust (SWIFT) is a community-owned economic development fund dedicated to the prosperity of the South Waikato.

SWIFT exists to support the growth of existing businesses and to help transform new ideas and initiatives into action. We have funding and loans available to assist with feasibility studies, business planning, and other enablers of growth.

SWIFT also helps business leaders leverage training support to develop their capabilities and connects them to the right people via our strong business networks and contacts.

SWIFT's aim is to be a development catalyst for the South Waikato, supporting a resilient economy and enhancing community wellbeing by:

- Growing our businesses
- Growing our people and our workforce
- Growing our competitive and productive industries

### The Role

The role is an operational position within SWIFT, responsible for the coordination, planning and implementation of community engagement. Local relationships, projects and connections play a critical role in SWIFT's ability to perform its duties and to impact positively on the economic prosperity of the South Waikato.

### Position Purpose:

This is a support role responsible for ensuring effective local relationship management, SWIFT's community engagement, partnership development and associated projects. The purpose of the position is to support the SWIFT Team to drive strategic outcomes for the South Waikato district.

<b>Key Responsibility</b>	<b>Critical Tasks</b>
Communications & Engagement	<ul style="list-style-type: none"> <li>• Support the development of communications to ensure the sharing of information across SWIFT's community partners</li> <li>• Deliver quality communications and engagement to enable the establishment of collaborative projects</li> <li>• Contribute to the collation of information for reporting and stakeholder material.</li> <li>• Capture "good news stories" and work to advance the Space to Grow initiative</li> </ul>
Records and Reporting	<ul style="list-style-type: none"> <li>• Set KPIs and success measures for community projects supported by SWIFT</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain records of community project achievements each quarter and monitor outcomes and activities of work programmes supported through SWIFT grants and resources</li> </ul>
Coordination of events and activities	<ul style="list-style-type: none"> <li>• Coordinate hui, forums and engagement opportunities to inform key stakeholders of organisation activities eg. Business mentor campaigns, business advisory group</li> <li>• Develop opportunities to match business support services with local businesses and community projects</li> <li>• Work with other funders and economic development partners to develop new initiatives responsive to community needs and SWIFT's annual work plan.</li> <li>• In partnership with SWIFT team members, coordinate project events and associated community activities as identified</li> </ul>
Relationship Development	<ul style="list-style-type: none"> <li>• Develop relationships with key operational partners such as Te Waka to ensure a local approach to regional activities</li> <li>• Participate in key community projects such as the South Waikato Drivers License Training Programme, Waikato Wellbeing Projects – South Waikato Rangatahi Pilot etc</li> <li>• Act as a conduit to broker relationships in/for the district</li> <li>• Support community stakeholders to leverage funding opportunities beyond SWIFT</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Support administration activities to ensure the smooth day to day running of the organisation.</li> </ul>

### Qualifications, Experience & Knowledge

<ul style="list-style-type: none"> <li>• Relevant tertiary level qualification and/or solid experience in Communications, Public Relations, Stakeholder engagement, Event coordination, Project Management.</li> <li>• Knowledge of Microsoft Office Suite</li> </ul>
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### Experience, Skills & Attitudes

<ul style="list-style-type: none"> <li>• Self-motivated and proven ability to get things done.</li> <li>• Action orientated, results driven and ability to deliver on time.</li> <li>• A relationship builder who is comfortable to engage with a wide variety of people</li> <li>• A solid team player who focusses on prioritising organisation goals and objectives</li> <li>• Excellent oral and written communication skills</li> </ul>
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### Key Relationships

Internal	External
<ul style="list-style-type: none"> <li>• SWIFT Board</li> <li>• Chief Executive</li> <li>• Operations Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Local Businesses</li> <li>• Community Organisations</li> <li>• Regional Economic Development partners e.g. Soda, Te Waka, Waikato Chamber of Commerce</li> <li>• Local Authority representatives</li> </ul>