



Job Description: Community Facilitator, Wakefield Community Hub

Location: Wakefield, Tasman District

Position Type: Contractor, part-time

Reports to: Waimea South Community Facility Charitable Trust Board

Role Purpose

The Community Facilitator plays a vital role in our Community Hub project by driving fundraising strategies, supporting community engagement.

The role focuses on fundraising, building connections, and ensuring inclusive and equitable outcomes for the Community Hub project.

Key Responsibilities

- Implement the Community Hub fundraising strategy, including; identifying funding opportunities, planning and coordinating fundraising campaigns and events, managing donor relationships
 - Maintain accurate records of fundraising activities and budgets, and records of relevant meetings
 - Actively engage with residents, local groups, businesses, and other key stakeholders to build strong relationships
 - Create engaging digital and print content, including newsletters, social media posts and event materials
 - Assist, as appropriate, with other activities of the community hub Steering Committee
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Key Skills and Attributes

- Excellent interpersonal and communication skills, both written and verbal
- Strong organizational skills with the ability to manage multiple activities at once
- Ability to work independently and collaboratively within a small team or committee structure
- Strong marketing skills, including the ability to create promotional materials using IT tools
- A passion for community development and inclusivity
- Knowledge of the Wakefield community is desirable
- Experience in managing finances in the community sector an advantage.

Hours and Remuneration

- Term of contract: forty-eight weeks
- Hours per week: six
- Pay Rate: \$40.00 per hour

Application Timeline

Applications Close	Friday 27 June 4.00pm
Shortlisting and interviews completed	Within ten days of closing date
Appointment confirmed	Within 5 days of I/Vs
Start Date	ASAP or by negotiation

How to Apply

Please send your CV with names and contacts of two referees and a short cover letter to:
info@waimeasouth.org.nz

Inquiries

For more information please email: info@waimeasouth.org.nz or phone: 021 047 1092.