

POSITION DESCRIPTION

Position Title	Communications Coordinator
Status	20 hours per week
Location	Tauranga
Reports to:	Community Impact Manager

SECTION 1 – POSITION EXPECTATIONS

TECT is a community funder that supports local initiatives, facilities and events that bring vibrancy, connectedness, growth and economic benefits to our region. Through our funding we see lives changed, our environment restored, people active and connected, and a future for the Western Bay of Plenty that looks brighter. We have been at the heart of our community for over 30 years, and our small but passionate team thrives on seeing our community flourish. We are part of the fabric of this region and ambitious for the future of our community.

OUR HIGH LEVEL GOALS ARE

- **Purpose** – To make a significant impact on shaping the quality of life and wellbeing of current and future generations in the Western Bay of Plenty. We are part of the fabric of this region and are ambitious for the future of our community.
- **Vision** – A thriving, caring and connected community.
- **Mission** – Responsibly manage our investments and effectively distribute funds for the long-term benefit of the community we serve.

OUR WAY OF WORKING

- **Impact Focused** – We aim to be embedded in our community and to meaningfully contribute to community wellbeing & quality of life.
- **Collaborative** – We have unique flexibility to use our resources collaboratively alongside other funders and believe it is important to work with other community connectors.
- **Balanced Approach** – We will balance our approach between responsive and strategic funding.
- **Enabling** – We believe in empowering communities to lead change and we aim to be approachable, accessible and enabling of community aspirations.
- **Agile** – We recognise the value of being nimble and flexible and can respond quickly to opportunities that arise and adapt as the needs of our partners and communities change.
- **Commitment to Māori** – We recognise the importance of building meaningful relationships with tangata whenua and enabling the aspirations of Māori in our region.

THIS POSITION IS RESPONSIBLE FOR

- The role is primarily responsible for administering TECT's communications activities. This Position Description forms a component part of the Communications Coordinators performance agreement alongside other components such as TECT's Strategic Plan, Staff Handbook and Trust Policies.

SECTION 2 – POSITION SPECIFICATIONS

FORMAL QUALIFICATIONS

Desirable:

- You'll be an experienced communicator with relevant qualifications in media, communications and/or public relations.
- Full driver's license

EXPERIENCE / SKILLS

- Experience in a communications role with demonstrated competence in:
 - Excellent writing skills across multiple mediums (media releases, social media, newsletters, website, advertising copy, annual reports)
 - Online publication production
 - Social media implementation
 - Website content maintenance
- Issues management and planning
- Strong administration and computing skills
- Experience using multi-media to tell an organisations' story
- Experience in project management and working collaboratively with stakeholders
- Experience running ad campaigns through Ads Manager

TECHNICAL/FUNCTIONAL EXPERTISE

- Digital content development
- Social media management
- Copywriting
- Technical skills and knowledge using online/internet tools such as Mailchimp
- IT and office skills including advanced level of Word, Outlook, Excel, PowerPoint, Canva
- Design skills using online graphic design software or Photoshop/Indesign/Illustrator/Canva

PREFERRED PERSONAL ATTRIBUTES OR COMPETENCIES

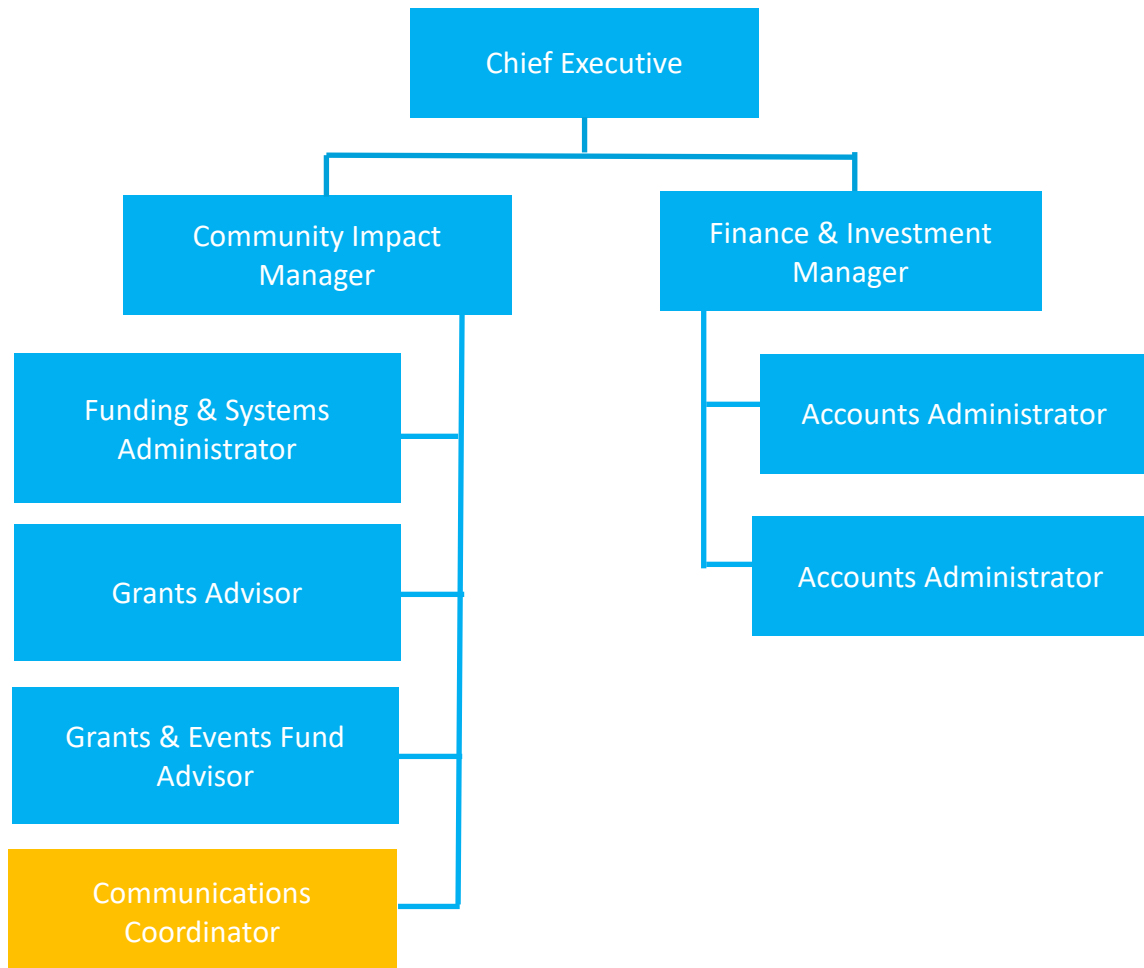
- Be Prudent - act with wisdom and care to preserve the social and financial value of the Trust.
- Be Fair - being impartial.
- Be Open - Being transparent, approachable, flexible and adaptable.
- Be Proactive - Make things happen by identifying needs & opportunities, when necessary, initiating change.
- Be Collaborative - Working with others to identify priorities, improve performance and achieve great outcomes. Be a flexible team player.
- Be Respectful - Be discrete and maintain confidentiality; trustworthy.
- Have Integrity - Doing things well through good judgement, sound ethics, professionalism and consistency.

SECTION 3 – POSITION DIMENSIONS

Number of people reporting directly to you:	0
Salary Range	\$28-\$33 per hour
Most Frequent Contacts	<ul style="list-style-type: none"> • Board of Trustees • Staff at TECT • Community partners & organisations, grantees, news media, philanthropic organisations, public • External Advisors

SECTION 4 – POSITION RELATIONSHIPS

TECT - Organisational Chart



SECTION 5 – POSITION ACTIVITIES

Key Tasks & Overall Purpose	Accountabilities
Content Creation	<ul style="list-style-type: none"> • Develop content across all mediums, and manage any externally developed content, to provide a constant flow of stories for media, social media and TECT’s publications and website about the activities of TECT • Work with TECT grant recipients to identify stories to be told
Publication Production	<ul style="list-style-type: none"> • Write and produce TECT’s monthly e-newsletters • Design and produce TECTs annual report for online publication, including: <ul style="list-style-type: none"> ○ print advert design and scheduling ○ AGM notice and advert design and scheduling • Design and produce TECT’s Annual Distribution Plan for online publication, including: <ul style="list-style-type: none"> ○ Print advert design and scheduling ○ Setup online submissions page
Community Awards	<ul style="list-style-type: none"> • Assist Event Director with the delivery of the Community Awards including: <ul style="list-style-type: none"> • Manage the online people’s choice award via social media • RSVP’s for VIP invites • Support Event Director with ceremony site operations on Awards day • Pre-event administration • Media Releases • Organise trophies, plaques and frames • Organise plants, signage and theming for ceremony • Schedule social media posts with winners video’s • Start Awards planning for 2026 including: <ul style="list-style-type: none"> ○ Venue booking, create comms plan and refresh design ○ Confirm partners with TECT Management ○ Confirm judges, MC and photographer ○ Book paid advertising in liaison with TECT management ○ Write media release re opening of nomination period ○ Open nomination period
Meeting Support	<ul style="list-style-type: none"> • Develop collateral, invites & PowerPoint presentations for meetings, events and AGM • Confirm November 2025 AGM date and book venue in April
Brand Monitoring	<ul style="list-style-type: none"> • Ensure correct implementation and use of TECT branding by stakeholders, grantees and community
Website Maintenance	<ul style="list-style-type: none"> • Update the content on TECT’s website and other websites managed by TECT as required • Ensure website content is engaging and on message
Social Media Management	<ul style="list-style-type: none"> • Manage TECT’s social media presence, including the production of engaging content to ensure TECT’s stories reach key audiences regionally and nationally • Use social media to share the messages of relevant local and national stakeholders • Point social media to the appropriate website
Relationship Management	<ul style="list-style-type: none"> • Maintain professional standards at all times with internal and external stakeholders and colleagues
Projects	<ul style="list-style-type: none"> • Assist in special projects as required in conjunction with TECT management, staff and community groups