

JOB DESCRIPTION: COMMUNITY ACTIVATION MANAGER, BIKE AUCKLAND

Bike Auckland is the independent voice for cycling in Tāmaki Makaurau / Auckland. We are a membership-based registered charity pushing for positive change, on behalf of everyone who rides a bike in our region – and everyone who would love to give it a go - making safer, more liveable streets, and making it easier to be good kaitiaki (guardians / stewards) for Papatūānuku (Earth).

The Purpose of this role

To activate and support community-led projects which encourage an active paihikara (bike) culture for whānau and their local community.

Responsibilities

- Work with the Crew to develop and deliver on the Bike Burbs Programme goals
- Connect Bike Burbs together
- Build relationships with local Bike Burbs
- Inspire Bike Burbs to participate in other Bike Auckland activities
- Work with Bike Burbs on marketing and social media initiatives
- Guide Bike Burbs to identify funding and support for Bike Burb goals
- Support Bike Burbs to develop their own events or to add to other local events
- Encourage Bike Burbs to activate safe local bike paths
- Develop and update resources for Bike Burbs
- Keep records of the programme by tracking Bike Burb growth and change
- Build and maintain relationships with key groups such as Auckland Transport, Auckland Council, Panuku, Waka Kotahi, Local Boards
- Work with the Crew to deliver campaigns and events such as Biketober

Values:

- Passionate about the many benefits that cycling can bring for whānau and the wider community
- A belief in the power of community-led initiatives to create positive change
- Passionate about diversity and inclusion. A desire to reduce barriers to inclusion for disabled people, our rainbow community, and ethnic communities

Attributes:

- Flexible – we make plans, but we react fast when opportunity presents itself
- A can-do attitude, and self-motivated

Skills and experience:

- Your previous experience in, or around, community-led volunteer groups has given you an understanding of the difficulties and barriers they face

- A facilitator, eager to encourage Bike Burbs to lead the way, supporting their priorities
- Team builder and networker – you build strong and effective relationships within the community (with individuals as well as with community hubs like Marae, eco-centres, kura (schools), sports clubs, churches), as well as with our key stakeholders and with our Crew. You support Bike Burbs to build healthy core teams
- An inspirer - you are able to support others to build their confidence, facilitating them to become self-empowered and motivated into action
- Good communication skills
- Able to use social media and Google suite (or willing to learn)
- Ability to organise and prioritise; you'll take initiative on opportunities as they arise

Other desirable skills and experience:

- Experience in community development or community engagement
- Experience supporting community-led groups (as a volunteer or in paid employment) to overcome challenges
- Administrative skills
- Familiarity with Te Ao Māori
- Experience working with Pasifika and Māori communities

We welcome other skills and experience. Let us know about them and we'll shape the role around you!

Note: This role is flexible; while some travel around Tāmaki Makaurau to meet local communities in their area is important, there is the opportunity to work from home or from our coworking space. While your schedule is largely managed by you, sometimes weekend and evening work will be required.

Job dimensions

Directly reports to Chief Biking Officer

Relationships

Internal

- Bike Auckland exec team; 'the Crew'
- Bike Auckland Chief Biking Officer
- Bike Auckland Chair and Board
- Bike Auckland members and supporters
- Bike Auckland volunteers

External

- Transport agencies
- Media
- Auckland Transport
- Partner organisations
- Community groups

Type of contract

Annual, 30 hours per week on average.

Expected pay range; 45,000 - 55,000 per annum