

JOB DESCRIPTION: VOLUNTEER AND EVENTS MANAGER, BIKE AUCKLAND

Bike Auckland believes more people on bikes makes for a better Tāmaki Makaurau Auckland for everyone. We push for positive change on behalf of everyone who rides a bike – and everyone who would love to give it a go. Our goal: a vibrant, connected, and climate-friendly region which enables us to be good kaitiaki (guardians / stewards) for Papatūānuku (Earth). We are a registered charity and a member-based incorporated society.

The purpose of this role

To deliver and grow our Bike Valet service, deliver events as needed for our campaigns and programmes, and to support and grow our community of volunteers.

Responsibilities

- Onboard, manage and support volunteers and Valet staff
- Ensure our volunteers and Valet staff feel supported, included, and celebrated
- Support the Crew to engage and manage volunteers
- Collaborate with the Crew, volunteers, and Bike 'Burbs to plan and deliver events
- Work with the Crew to promote our events and volunteering opportunities
- Grow the Bike Valet service, proactively seeking opportunities to promote it
- Build and maintain relationships with clients, sponsors, and partner organisations
- Capture feedback to inform programme improvements

Values

- Passionate about the many benefits of empowering more people to ride a bike, both individually as well as for whānau and the wider community
- A desire for Tāmaki Makaurau Auckland to be more accessible and safe for people who want to ride a bike for transport
- A belief in the power of collective advocacy to create positive change
- Passionate about the role volunteers play in non-profit organisations and advocacy
- Committed to diversity and inclusion. A desire to reduce barriers to inclusion for disabled and mobility impaired, LGBTQI+, and ethnic communities

Attributes

- Flexible – we make plans, but we also react fast when opportunity presents itself
- Self-motivated with a can-do attitude, a go-getter
- Collaborative and communicative
- Well-organised, with attention to detail
- A practical problem-solver who takes the initiative
- Persistent with a healthy sense of balance - working in advocacy requires stamina
- A great ambassador for Bike Auckland, ensuring we and our mission are positively represented

Skills and experience

- You are adept at collaborating with others to make things happen
- You have experience managing small events or projects
- You are self-organised, 'locking things in' gives you satisfaction
- You have experience leading staff or volunteers
- You have experience managing relationships
- You are persuasive without being pushy, able to 'sell' the bike valet service
- You are alert to opportunities that can be seized as they arise

Other desirable skills and experience

- Working with a volunteer / not-for-profit organisation
- Understanding of corporate events, events organisers, or events industry
- Sponsorship or funding experience
- Basic skills with Wordpress or similar
- Experience working with Pasifika, Māori or other diverse communities
- A restricted or full Aotearoa NZ driver's licence would be beneficial for this role

We welcome other skills and experience. Let us know about what you can offer, and we can shape the role around you!

Note: This role requires some travel around Tāmaki Makaurau to deliver events and occasionally the Valet service. Outside of this, there is the opportunity to work from home or from our coworking space. While your schedule is largely managed by you, some weekend and evening work delivering events and Valet would be required.

Relationships

Internal

- Bike Auckland exec team; 'the Crew'
- Bike Auckland Chair and Board
- Bike Auckland Valet staff
- Bike Auckland members and supporters
- Bike Auckland volunteers

External

- Transport agencies
- Government and Council
- Bike Valet customers
- Partner organisations
- Community groups

Job dimensions

Directly reports to Chief Biking Officer

Type of contract

Permanent employee, 25 hours per week.

Expected pay range; \$30 - \$40 per hour