

## **Programme Manager**

### **Race Unity Programme**

25-40 hours per week depending on personal circumstances of the successful applicant.

Salary range: We have budgeted a professional salary for this role for 2022/23, and the role can be part time or full-time. This will allow flexibility to accommodate different salary expectations and availability.

Fixed-term position for 12 months with the possibility of extending this.

The Office of Public Affairs is seeking an experienced programme manager to take forward the development of the Race Unity Speech Awards and Hui.

#### **Our Office and the Race Unity Programme**

The Office of Public Affairs represents the New Zealand Bahá'í Community on the national stage. As an agency of the National Spiritual Assembly, our Office is tasked with contributing to public discourse; building relationships with government, civil society, and the media; and developing the Bahá'í community's official presence on the Web.

Our Office initiated the Race Unity Speech Awards in 2001 to help advance discourse on race relations. Since then both the Speech Awards and the annual Race Unity Hui have become vital spaces for young people to share their vision for the future of race relations in Aotearoa.

#### **The role**

The role of the Race Unity Programme Manager is to take the Speech Awards and Hui into their next stage of development. The Programme Manager is responsible for:

- Coordination of the delivery of the Speech Awards and Hui
- Building a small team of paid staff and supporting them (including recruitment, orientation and management of the team)
- Accompaniment of teams of collaborators, including both Bahá'ís and friends of the Faith
- Establishment of a new funding model to ensure the sustainability of the Race Unity Programme
- Building and strengthening relationships with a wide range of existing and new partners across government, civil society and the private sector
- Working closely with the Office of Public Affairs (OPA), National Assembly and partner organisations to develop a shared vision for the present and future development of the Speech Awards and Hui
- Reporting and documentation of activities and results to OPA and external partners
- Financial management, including forecasting and expenditure
- Identification of potential funding sources/partners and funding applications

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## **Required skills, qualities and experience**

This is a challenging and exciting role, requiring both high level professional skills, and qualities and attitudes developed through service to the Divine Plan.

The following attributes are essential:

- Readiness to engage in a systematic learning process
- Confidence in managing complex programmes of work, including multiple workstreams and contributors
- Excellent written and oral communication skills
- Familiarity with the conceptual framework underlying the Nine Year Plan
- Strong financial management skills
- Experience accompanying others to serve in the field of expansion and consolidation
- High level of judgement and the ability to work with minimal supervision

The following are highly desirable but not essential:

- Experience managing funding applications and agreements
- Experience managing a team
- Experience developing strategic documents for organisations
- Familiarity with the fields of communications and marketing
- Familiarity with public discourse on race relations and/or the role of young people in society
- Familiarity with the education sector
- Familiarity with te Ao Māori, te reo and tikanga

## **Our support for you**

This role is crucial to the development of the public affairs work, and our Office is committed to offering the Programme Manager the accompaniment, financial and practical support needed to be able to sustain their service over a period of years.

The Programme Manager will also have flexibility to work from home, and to fit their hours around family and service commitments such as expansion phases and institute campaigns. If they live in Auckland and wish to work out of an office, they could do this from the Bahá'í National Office.

## **Expressions of interest**

To express interest in this role please send your CV and a short cover letter to [hr@bahai.org.nz](mailto:hr@bahai.org.nz) by **Sunday 23 October**.