

Job Description

Funding and Communications (permanent part-time)

RESPONSIBLE TO HR Sub Committee, Mothers Network Board

JOB PURPOSE

Working closely with the Groups Coordination and Support role, the role of Funding and Communications creates a voice for the organisation in the community and with our key stakeholders, particularly current and potential funders. In addition to raising money through grant funding applications and other fundraising strategies, the role is accountable for raising Mothers Network's profile in order to reach women who would benefit from a group, and build awareness of our organisation with stakeholders able to support our ongoing viability.

ORGANISATIONAL PERSPECTIVE

Volunteer driven, Mothers Network (Te Aka Haumi Ukaipo) has been running in Wellington since 1982. Our purpose is to offer a space for women to focus on themselves, connect with other mothers and have honest conversations about motherhood. We do this in the form of six week facilitated discussion groups. While there are multiple offerings of groups that are child-centric, we are unique in focusing on women first and on how motherhood is impacting our lives.

Our facilitated discussion groups are women centric and use a 'pay it forward' model ensuring money is never a barrier to attendance. In addition to supporting women who attend our groups, we select and train our babysitters and facilitators from our group attendees, thereby providing women with new skills and opportunities.

KEY ACCOUNTABILITIES

Key Accountability	Deliverables / outcomes (Role is accountable for)	Key Performance Indicators / Measures (Jobholder is successful when)
Fundraising plan	Develop and implement a fundraising plan including grants and other fundraising or revenue streams ideas	<ul style="list-style-type: none"> ● Build on existing grant application history with a plan of what grants to apply for, timing, amounts ● Identify new grant opportunities ● Develop and execute other ideas for raising money to support the ongoing viability of the organisation
Grant funding	Secure grant funding to ensure the ongoing viability	<ul style="list-style-type: none"> ● Ensure funding is secured for the number of groups agreed as part of the business plan

	of the organisation	<p>(usually 8-10 per year)</p> <ul style="list-style-type: none"> ● Manage relationships with existing and potential funders ● Apply for grants, and complete any post-grant reporting requirements ● Provide actual and forecast grant information to accounting function for the purposes of financial reporting and monitoring
Profile raising plan	Develop and implement a communications plan to raise the profile of Mothers Network across various channels	<ul style="list-style-type: none"> ● Develop a plan that outlines the effective use of communications channels and how these will be utilised in order to successfully promote groups and raise the profile of Mothers Network ● Report on progress and outcomes on a monthly basis
Communications and engagement	Social media, website and other channels	<ul style="list-style-type: none"> ● Manage website and social media accounts ● Promote upcoming groups via social media and other communication streams ● Respond to queries or referring queries to the Groups Coordination and Support role ● Coordinate production of any hard-copy branded materials needed by the Groups Coordination and Support role
Events	Supporting membership and events programme	<ul style="list-style-type: none"> ● Assist the Groups Coordination and Support role where necessary to organise skill sharing workshops for facilitator training ● Lead planning and attendance of other external events as required ● Write and distribute the Mothers Network alumni newsletter via Mailchimp
Relationship and capability building	Build relationships between Mothers Network and other not for profits and key stakeholders	<ul style="list-style-type: none"> ● Actively network with other not for profits and stakeholders ● Regularly attend seminars, training and conferences
General Administrative Duties	Workload sharing and reporting	<ul style="list-style-type: none"> ● Communicate regularly with the Groups Coordination and Support role to plan activities and share workload ● Prepare reports for Board meetings and when required presenting updates in-person (or online) at Board meetings
Health and Safety	Complies with responsibilities under the Health & Safety in	<ul style="list-style-type: none"> ● Read and understand health and safety policy ● Identify and report all job related hazards

	Employment Act 1992	<ul style="list-style-type: none"> ● Report all accidents, incidents and near misses ● Raise any issues of concern with Board as soon as possible
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CAPABILITY PROFILE

Competencies

Core Competency	Key Behaviours
Self motivated	Works autonomously to ensure work is on track and deliverables are met Able to work remotely without high levels of guidance Able to understand when to seek further guidance and/or assistance
Builds networks	Builds strong formal and informal networks Maintains relationships across a variety of functions and locations Draws upon multiple relationships to exchange ideas, resources, and know how
Resourcefulness	Marshals resources (people, funding, material, support) to work through tasks and achieve outcomes Orchestrates multiple activities simultaneously to accomplish goals Gets the most out of limited resources Applies knowledge of internal structures, processes and culture to resourcing efforts
Effective communicator	Is effective in a variety of communication settings: individually, small and large groups or amongst diverse styles and position levels Attentively listens to others Adjusts to fit the audience and the message Provides timely and helpful information across the organisation Encourages the open expression of diverse ideas and opinions.
Action orientated	Readily takes action on challenges, without unnecessary planning. Identifies and seizes new opportunities Displays a can-do attitude through good times and challenges Tenacity to rise up to work through tough issues
Financial Acumen	Understands the role of grants in not-for-profit charities Understands the meaning and implications of key financial indicators Uses financial analysis to generate, evaluate and act on strategic options and opportunities Integrates quantitative and qualitative information to draw accurate conclusions

Other aspects of capability not covered by the above competencies

Knowledge and Experience:

Essential	Desirable
Expertise in communications Ability to engage effectively with a wide range of people Empathetic to the needs of mothers with young children/babies Excellent written and interpersonal skills Excellent relationship building skills Experience with grant applications and fundraising Access to transport Home office and good broadband connection	An understanding of not for profit organisations Marketing or communications qualification Social media strategy and delivery experience

Other:

There is flexibility as to when the hours are worked. The role is part time for 8 hours per week. Mothers Network closes down for 4 weeks over December / January. Mothers Network does not have an office space, so working at home is essential. The Funding and Communications role works closely with the Groups Coordination and Support role, both of whom report to the organisation's Board, which oversees the wider management of Mothers Network.

ACCEPTANCE	
I have read this job description and accept it.	
Signed:	Date:
Employee's Name:	
Signed:	Date:
Name:	
Position:	
(On behalf of Mothers Network)	