

Shared Communities Cultural Navigator Job Description



Role Purpose:

The Cultural Navigator's main objective is to facilitate the removal of the barriers that impact access and participation for Whakatū Nelson's former refugee and migrant communities, within the arts, culture and heritage sectors. This will be achieved through 1) supporting groups/members from our migrant/former refugee communities through the processes to create and lead their own projects, and 2) developing the capability and cultural responsiveness/competency of the existing arts, culture, and heritage sectors across Whakatū.

Reports to	Shared Communities Consortium Shared Communities Advisory Group	Reports	Monthly Quarterly
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Shared Communities Initiative Purpose:

To celebrate the diversity of Whakatū and strengthen connections between Whakatū Nelson's migrant and former refugee community and the wider population. The core element of the Shared Communities Initiative is its sustainability and ensuring that our former refugee and migrant communities and existing arts, culture and heritage sectors can work collaboratively to ensure equitable access and participation for the entire Whakatū community.

Key Responsibilities	Outcomes
<p>Partnerships Build authentic relationships and develop networks within members/groups from Whakatū Nelson's former refugee and migrant communities.</p> <p>Develop strong relationships with key stakeholders including organisations from existing creative arts, culture and heritage sectors, funding partners, venue providers, Council and existing service providers working within Whakatū Nelson's former refugee and migrant community.</p>	<p>Effective Partnerships developed with these communities.</p> <p>Effective Partnerships developed with these stakeholders.</p>
<p>Strategy Work with the Shared Communities Consortium to ensure initiative outcomes align with key purpose, milestones, and funders requirements.</p> <p>Work closely with Shared Communities Advisory Group to ensure activities within the Shared Communities Initiative are conducted for, by, and with this community.</p> <p>Work with Consortium and Advisory Group to develop a suitable two-way communications strategy that is led by recommendations from the Advisory Group.</p>	<p>Outcomes from activities align well with both the needs of the communities and also with outcomes required from funding partners.</p>

<p>Delivery</p> <p>Work with migrant and refugee communities in Whakatū to identify key events, festivals and cultural activities, support and facilitate the community to plan, secure funds, deliver the event/festival/cultural activity, report on the event/festival/cultural activity.</p> <p>Use the Shared Communities Engagement Document to pro-actively identify the arts and culture projects that communities have highlighted they wish to celebrate or participate in. Work with those communities to facilitate the delivery of these projects.</p>	<p>Exciting events, festivals and cultural activities delivered in Whakatū, building capability and sustainability with migrant and former refugee communities.</p>
<p>Business and Financial Management</p> <p>Compile activity reports for Shared Communities Consortium</p>	<p>High quality reports are provided to report on outcomes, milestones within expected timeframes.</p>
<p>The key responsibilities above are intended to describe the general nature and work required by you to achieve the expected outcomes for the job. From time to time, you may be required to perform duties which are reasonably consistent with the broad purpose of your role, but which may fall outside these key areas.</p>	
<p>Health Safety and Wellbeing</p> <p>We all take responsibility for a work environment where hazards and risks can be openly raised, discussed, and addressed. We take a holistic approach to wellbeing, celebrate health and safety successes, and challenge behaviours that don't support our health, safety, and wellbeing culture.</p>	

Experience, skills & knowledge:

- Strong experience in, or working with the needs of new migrants, former refugees, and diverse communities.
- Strong experience working with the creative arts sector
- Effective project management with the ability to identify, support delivery of new projects and identify talent and cross-cultural support workers within migrant communities.
- Relationship management skills to build and maintain community relationships with diverse community groups, local organisations and government agencies.
- An understanding of funding structures and requirements
- Database management
- Volunteer management
- An understanding of and, commitment to, the principles of the Treaty of Waitangi.

Key competencies:

- A high level of oral and written communication skills, and a proven ability to communicate with diverse communities.
- Experience with budgets and reporting.
- Strong prioritisation skills with the ability to manage a busy workload and allocate resources accordingly.
- Leadership qualities – Acts professionally; self-starter; risk assessor; good listener
- Judgement – Considers long-term impacts of decisions
- Collaboration – Work together with key stakeholders in achieving common goals for the benefit of the community
- Relationships – Establishes and maintains solid relationships with all stakeholders

Other details:

- Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected
- The ability to work varied hours from time to time, including nights, weekends
- A drivers licence would be desirable
- Hours negotiable up to 40 hours per week
- This is a one year contract with potential to extend further, pending funding

Contact: admin@multiculturalint.co.nz

Deadline for Application: 4 August 2023