

PARTNERSHIP LEAD – FUNDING

Purpose of The Role

The Partnership Lead - Funding reports to the Partnership Manager and leads the Tū Manawa Active Aotearoa Fund administration and delivery.

The Partnership Lead - Funding undertakes a lead role in initiating and forming new partnerships, managing existing partnerships and maintaining positive relationships with local, regional, and national stakeholders to ensure the effective use of Tū Manawa Active Aotearoa in the region.

The Partnership Lead - Funding works within the Partnerships Team to understand stakeholder engagement plans, Strategy 2032, and contracted outcomes in the delivery of Tū Manawa Active Aotearoa, working in line with Nuku Ora Communications Strategy and Relationship Management Plan to fulfill their role.

Partnerships Team Purpose

The Partnerships Team provides leadership and advocacy to develop strategic partnerships across the region that increase levels of physical activity to create healthier, happier, and better-connected communities towards a stronger Aotearoa. Embracing the principles of Te Tiriti o Waitangi, and our belief in the importance of inclusion, equity and diversity, the Partnerships Team ensures that no one misses out.

Recognising that Nuku Ora cannot do everything, the Partnerships Team leads the identification and development of strategic partnerships and relationships that support and enhance Nuku Ora's programme development and delivery. The Partnerships Team is responsible for maintaining existing partnerships and identifying opportunities for new partnerships and future funding, including identifying future revenue generating opportunities.

The Partnerships Team is the caretaker of Nuku Ora's Strategy 2032 and provides the Nuku Ora leadership team with insights and evaluation on the performance of Nuku Ora against its activities, objectives, and strategic outcomes.

Role Accountabilities

Fund Management

- Administration of the Tū Manawa Active Aotearoa Fund on behalf of Nuku Ora:
 - Secretariat for internal assessment panel and supporting General Manager Partnerships to develop recommendations for the Board.
 - Drafting investment agreements and associated funding documentation
 - Monitor investment agreements with partners.
 - Maintain effective records and provide the appropriate level of communication and advice.
 - Evaluate, audit and report on projects.
 - Available to attend hui in person with stakeholders in the region and in the facilitation of funding panel meetings.
- Proactively support the General Manager Partnerships to manage the Tū Manawa Active Aotearoa budget, investment processes and overall Tū Manawa Active Aotearoa fund on behalf of Nuku Ora, linking with the Finance Manager as required.

- Develop relevant communications as required, including:
 - Updates to Tū Manawa Active Aotearoa website pages
 - Tū Manawa Active Aotearoa newsletter content
- Be the first point of contact in the Tū Manawa Active Aotearoa funder relationship with Sport NZ, completing reports, annually and as requested.
- Maintain strong working relationships and communication within and between teams and regional offices of Nuku Ora. Including actively promoting Tū Manawa Active Aotearoa events, programmes, and initiatives, as well as linking with the Community Development Team to enable the effective integration of Tū Manawa Active Aotearoa with organisational outcomes.

Leadership

- Advocate for the value of physical activity to potential partners, stakeholders and strategic decision makers including the provision of research, analysis, and best practice to promote supportive environments for active lifestyles.
- Contribute to strategic relationship management undertaken by the SLT and Board, representing GM Partnerships or Partnerships Manager, locally, regionally, and nationally as required.
- Contribute to Senior Leadership discussions and attend Senior Leadership meetings as required.

Relationship Management

- Build and maintain relationships and partnerships with people and organisations to positively influence active lifestyles in the region. Ensure approach is proactive, customer-focused and reflects organisation expectations.
- Ensure that organisations that support physical activity in diverse populations, including different age groups, abilities, and cultural backgrounds, are able to apply to the fund.
- Be aware of and address any cultural or socioeconomic factors that might impact participation in physical activity through funding decision making.

Strategy Development and Organisation Contribution

- Contribute to organisational strategies and frameworks, collaborating with other Nuku Ora leaders.
- Actively collaborate with other business units within Nuku Ora proactively looking for opportunities for added value.
- Ensure a good working knowledge is maintained of other Nuku Ora teams and their work, outcomes, and successes.

Key Relationships in Role

Internal

- Partnership Manager (reporting line)
- Partnerships Team
- GM Delivery
- Regional Capability Manager and Sector Capability Leads
- Regional Programme Managers
- Healthy Active Learning Manager
- Finance Manager
- Administration Manager

External

- Iwi, Mana whenua, and Māori organisations
- Sport NZ

- Regional and Local Councils
- Funding Agencies
- Regional Sporting Organisations
- Health Sector organisations
- Education Sector organisations
- Regional Sports Trusts
- Government agencies, including Sport NZ, Ministry of Health, Ministry of Education

Key Things We Are Looking For

Qualifications, Skills and Experience

- A tertiary qualification and 3 years relevant experience in a role with similar drivers and expected outcomes
- Experience in fund administration responsive to Te Tiriti o Waitangi and through an equity lens (essential)
- Ability to lead in a team environment to influence and collaborate
- Experience working with budgets
- Experience as a facilitator
- Effective people skills
- Efficient communication skills, listening, written and oral
- Effective planning and reporting skills
- Competent IT skills in Office365 including Outlook, Teams, SharePoint, and Dynamics
- Excellent presentation skills
- Stakeholder management skills and experience
- Time management skills
- Adaptability/flexibility

Interpersonal and Relationship Skills

- Networking and relationship building skills, and ability to partner for action are critical
- Demonstrates respect for others and builds trust through consistent behaviour and demonstrates integrity in all actions
- Demonstrates leadership, and the ability to relate to people at all levels
- Understanding of and affinity to Nuku Ora 'Purpose' and 'Direction'
- Teamwork
- Professionalism
- Effective time management
- Self-motivated, resilience and drive
- Accuracy and attention to detail

Technical Skills and Knowledge

- An understanding of the sectors supporting physical activity, especially play, active recreation, sport, and active transport in the Te Whanganui-a-Tara me Wairarapa context (essential).
- A demonstrated understanding of the role of a Regional Sport Trust in the New Zealand context (essential).
- Commitment to ongoing learning and development in Te Reo Māori me ōna Tikanga Māori.
- Commitment to maintaining ongoing knowledge to the barriers to physical activity for those who are missing out.
- Ability to see opportunities and encourage innovative responses to problems.
- Effective at monitoring and evaluating the effectiveness of systems, policies, processes and practices and recommending changes to improve performance.
- An understanding on Mana Taiohi or equivalent youth development frameworks.

What Being Part of the Nuku Ora Team Means

- Support and demonstrate the Nuku Ora Way, a values-based approach that identifies our desired behaviours or operating principles for how we want to operate as an organisation.
- Actively and positively participate as a member of the team, supporting the philosophy and culture of Nuku Ora, and committing to continued personal and professional development.
- Proactively looking for opportunities to improve the operations and performance of Nuku Ora and collaborating with others.
- Complying with and supporting all health and safety policies, guidelines, and initiatives. Ensuring all incidents, injuries and near misses are reported.
- Adhering to all Nuku Ora procedures, policies, and guidelines.
- Demonstrating a commitment to and respect for the Te Tiriti O Waitangi and incorporating this into our work.
- Supporting Nuku Ora's insights approach to deliver higher quality initiatives and interventions based on innovation and informed decision making enabling the organisation to better manage change and the ability to anticipate and influence the physical activity sector.
- Providing outstanding stakeholder engagement and management services, utilising Nuku Ora's relationship management approach, the CRM system and relevant business rules.
- Ensuring diversity and inclusion is central to our work.
- Performing any other duties as needed and support other Nuku Ora initiatives such as events e.g. Round the Bays.

Dimensions of the Role

Reports to: Partnerships Manager

Location: Greater Wellington Region

Authorities: As per Delegated Authority

Grade: 16

Position Type: Permanent, Full Time (40 hours per week)

Department: Partnerships

Date: December 2024

People Responsibilities: None

Fixed Remuneration: \$73,269.90 - \$77,340.45