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| <b>Position</b>          | <b>Funding and Communications Manager</b>  |
| <b>Purpose</b>           | To fulfil the funding and communications strategic plan for Hornby Presbyterian Community Trust (Te Whare Awhero)  |
| <b>Reports to</b>        | The Director of Hornby Presbyterian Community Trust  |
| <b>Time frame</b>        | 10 hrs per week – with the potential to be expanded in the future.   |
| <b>Objectives</b>        | <p>This position exists to ensure that Te Whare Awhero:</p> <ol style="list-style-type: none"> <li>1. Achieves its funding goals so as to be able to achieve its social objectives i.e. <ol style="list-style-type: none"> <li>a. Builds hope in the lives of the people it works with and the communities it serves.</li> <li>b. Provides: <ul style="list-style-type: none"> <li>Effective and accessible Christian counselling services</li> <li>High quality Christian OSCAR services.</li> <li>Effective school-based support of children through Mana Ake</li> </ul> </li> <li>c. Appropriately serves and expresses the vision of Hope Presbyterian Church (HPC) to worship God, follow Christ and transform our world by the power of the Spirit.</li> <li>d. Becomes and remains a leading and innovative social service agency within the communities it serves.</li> </ol> </li> <li>2. Is well connected to its stakeholders across the community</li> </ol> |
| <b>Key relationships</b> | <ol style="list-style-type: none"> <li>1. Internal Relationships <ol style="list-style-type: none"> <li>a. Director</li> <li>b. Executive Administrator</li> <li>c. Finance Manager</li> <li>d. Horizons OSCAR Manager</li> <li>e. Mana Ake team</li> <li>f. Counselling team</li> <li>g. Board of Trustees</li> <li>h. HPC Senior Pastor</li> <li>i. HPC Core Leadership Team</li> <li>j. HPC Network Elders</li> </ol> </li> <li>2. External Relationships <ol style="list-style-type: none"> <li>a. Canterbury District Health Board</li> <li>b. Christchurch City Council</li> <li>c. Ministry of Social Development</li> <li>d. Right Services Right Time</li> <li>e. Workplace Support</li> <li>f. Hornby-based community groups and agencies</li> <li>g. Other stakeholders and organisations as relevant and appropriate</li> </ol> </li> </ol>  |
| <b>Key tasks</b>         | <ol style="list-style-type: none"> <li>1. Support the director with development of the strategic planning for Funding and Communications</li> <li>2. Seek out new grant options and build a grants data base relevant to TWA</li> <li>3. Complete grant applications on behalf of TWA and follow ups, as required.</li> <li>4. Support with the TWA Website development</li> <li>5. Set up regularly social media and newsletter updates for stakeholders</li> <li>6. Support with the development of an annual report</li> </ol>  |

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|                       | <ol style="list-style-type: none"><li>7. Promotion of the Counselling and OSACR programmes of TWA</li><li>8. Supports with other funding initiatives</li></ol>  |
| <b>Person Profile</b> | <ol style="list-style-type: none"><li>1. Commitment to Christian beliefs and ideals and a willingness to see these applied in everyday life and practice.</li><li>2. Proven ability with written and verbal promotional experience</li><li>3. Website development experience</li><li>4. Good interpersonal skills</li><li>5. Proven ability to use Social Media for promotional outcomes</li><li>6. Strong team player?</li><li>7. Great sense of humour?</li></ol> |