



**TE ĀTIAWA**  
O TE WAKA-A-MĀUI

## Te Ātiawa o Te Waka-a-Māui Trust

### Communications Manager

#### Position Description

##### Position Overview:

This position will drive communications activities for several diverse portfolios of our Iwi Trust. The role requires a sound knowledge of the full communications toolkit from brand strategy to social media content and everything in-between. Knowledge in capturing and compiling visual and digital platforms is also sought within this role.

This role requires Māori cultural awareness, a competence in Te reo Māori along with a confidence in cultural contexts. Our preferred candidate will have, or be willing to develop, an affinity with Te Ātiawa and will be passionate about our people and our environment.

This full-time permanent position will be based at the Trust office in Waikawa, Waitohi/Picton and work across the Te Ātiawa community of Te Taihū.

##### The Role:

The Communications Manager is responsible to skilfully develop and effectively implement the Communications Plan for the Trust. The role is critical to:

- Build content and communication forums to inform, involve and motivate iwi and key audiences on the development of the Trust organisation
- Work collaboratively across the organisation to ensure delivery of quality and timely communications that capture and promote iwi activities
- Develop, manage and monitor communication formats such as print, website, social media and digital forums that are coordinated, cohesive and consistent
- Support the development, recording and publication of iwi content around a range of contexts
- Support the implementation of appropriate Te reo Māori and Te Ao Māori into communications processes.
- Devise communications that build strong, respectful relationships internally as well as with external organisations

##### The Ideal Applicant:

We seek an applicant who:

- Is enthusiastic, innovative and creative with a 'can do' approach
- Demonstrates the ability to interact effectively within a Māori context and across all age groups from tamariki to kaumātua
- Encourages and supports people to share and bring their stories to life

- Portrays excellent verbal and written communication skills, in both Te reo Māori and English
- Demonstrates excellent recording and editing skills in order to produce creative digital, social media and print content to support communications plans.
- Has a positive solution focused approach with the ability to work as part of a team, to required timelines and budget
- Professional always, in both your manner, language and appearance
- Open-minded and respectful of others
- Has proven successful experience working in the communications sector.
- Possesses a relevant qualification in the Communications field - an advantage.

### **Our People and Place:**

Te Ātiawa o te Waka-a-Māui Trust advocates for and represents those who, by whakapapa, are the members of the Trust. The Trust operates within the northern area of Te Waipounamu, the South Island, and information on the Trust along with its objectives and founding values can be found on the website <https://www.teatiawatrust.co.nz>

As with all of the Trust's personnel, the Communications Manager plays an important role in contributing to the Trust achieving its strategic priorities, thus fostering iwi confidence and supporting Trustees' effective governance.

The successful applicant will be living in one of the most idyllic parts of Aotearoa, a place rich in outdoor ventures made up of an abundance of land and sea experiences to both challenge and calm you. Wrapped around this you will be working alongside an iwi who extol in extending the true essence of manaakitanga and whanaungatanga - all of this offers an excellent work/life balance.

Please send your CV & cover letter to [office@teatiawatrust.co.nz](mailto:office@teatiawatrust.co.nz) by 24<sup>th</sup> September 2021

Nō reira, nau mai, haere mai, tono mai rā.