



Title: Community Development and Events Officer
Reports to: Community Services Manager
Location: 96 West End, Kaikoura

Date: May 2026

Purpose of role:

The Community Development and Events role is responsible for creating, promoting, and delivering a wide range of community events and development initiatives. The role supports the wellbeing, resilience, and connectedness of the Kaikōura community. Working collaboratively with community organisations and stakeholders, this role helps enable local solutions to local priorities through effective relationship-building, project coordination, and high-quality reporting contributing to wider council strategies.

Areas of Responsibility:

Key deliverables / expected results will be agreed with the incumbent's Manager on a regular basis.

KEY DELIVERABLES	EXPECTED RESULTS/OUTCOMES
Community Events	<ul style="list-style-type: none"> • Event coordination, administration, and management. • Provides support for local event organisers and Youth Council events. • Ensure community events are well supported, visible, and aligned to Council's objectives. • Prepare monthly reports for the KDC Council meeting on work in progress / initiatives. • Stay within annual events budget.
Youth Council Support	<ul style="list-style-type: none"> • Act as liaison to ensure that the Youth Council receives appropriate comms and the youth voice is represented through relevant Council channels i.e. reporting to Council meetings & new member inductions. • Clear improvements in youth engagement and participation.
Civic Events	<ul style="list-style-type: none"> • Primary contact for liaison with the Department of Internal Affairs. • Organises and co-hosts citizenship ceremonies with the Mayor.
Community Development	<ul style="list-style-type: none"> • Assist the Council and the community in the development, implementation and management of community initiatives. • Identify strategic implications and linkages with relevant local projects. • Coordinate and structure progress meetings (dependent on the projects and includes usual BAU community meetings), ensuring key stakeholders can input feedback throughout the

<p>Community Engagement & Partnership</p>	<p>Build and maintain strong, trusted relationships with stakeholders through:</p> <ul style="list-style-type: none"> • Providing well-managed community engagement and consultation that supports local, community-led solutions, including how citizens can engage with the Council in decision making. • Work directly with council staff and community groups to identify opportunities for improved local community participation. • Ensure engagement activities are planned and delivered with community groups. • Collaborations that lead to improved service access or outcomes, including providing monthly reports to Council on trends. • Develop and maintain information flow to all interested parties by facilitating and participating in community networking meetings, public forums, and engagement sessions or through specific liaison groups. • Assist with the establishment of new residents’ associations as required. • Assist with the development of new community networks and partnerships as required • Facilitate connections within communities to build active collaboration. • Develop and maintain effective relationships and communications with other units in the Council to foster collaborative leadership.
<p>Project Coordination</p>	<ul style="list-style-type: none"> • Ensure projects move forward efficiently with clear project plans and milestones met • Coordinate community engagement initiatives, community and / or economic development projects and community research projects • Monitor and report on progress to key stakeholders.
<p>Communication Channels & Public Information</p>	<p>Ensures information is accurate, timely, accessible and supports community wellbeing, such as:</p> <ul style="list-style-type: none"> • “Welcome to Kaikōura Pack” updated regularly. • Contributes to community newsletters, website updates, social media (where relevant). • Regular updates to staff and the community on events and community activities. • Develop a relationship with KDC Communications Officer to support and strengthen local projects and networks. • Provide friendly, helpful, and accurate service to the public and staff to build positive relationships between departments and the community.
<p>Health, Safety & Wellbeing</p>	<ul style="list-style-type: none"> • Promote a safe and healthy workplace, in alignment with KDC policies and procedures. • Identify and report risks, hazards, or concerns and actively participate in resolving them.
	<ul style="list-style-type: none"> • Support a positive team environment and contribute to continuous improvement of policies and processes. • Contribute to the safety and security of people, property, and community facilities

Civil Defence	<ul style="list-style-type: none"> • Provide support to the Controller during event response • Be the key contact for all community events, including Emergency Management community events, and maintaining a database/events information • Take part in Emergency Management Training as required.
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Key Relationships:

Internal

- Council Staff
- Management Team
- CEO and Senior Managers
- Facilities Manager
- Mayor and Councillors.

External

- Tangata Whenua
- Te Tiriti Partners
- Community groups and organisations
- Youth Council
- Stakeholders
- Members of the public
- Ratepayers
- Crown agencies.

Person Specification:

Skills & Experience	Essential	Desirable
Highly developed interpersonal and communication skills and cultural awareness	✓	
Welcomes and values, diversity, and contributes to an inclusive working environment where differences are acknowledged and respected.	✓	
A track record in planning, promoting and delivering events		✓
The ability to assist groups to formulate their ideas into constructive actions, ability to undertake community-based research, and to effectively complete projects. Exercises sound judgement and sensitivity — especially in relation to the community organisation, local governments etc.	✓	
Strong problem resolution and decision-making skills - able to clearly identify problems (to think and act 'ahead of the curve' and proactively follow up), seek alternative solutions, identify risks and	✓	
benefits, seek input from others and make sound decisions based on these considerations.		

A proven track record working well with community groups and proven networking skills.	✓	
Well-developed computer skills particularly Microsoft Office suite and particularly Word, Excel and PowerPoint		✓
Proven ability in performing a range of tasks under competing demands, and producing a quality result, consistently on time	✓	
Discretion, and the ability to handle a high level of confidentiality and ambiguity	✓	
An ability to work successfully as part of a team as well as independently and provide self-motivation	✓	
Ability to take ad hoc minutes to a professional standard		✓
Cash handling experience is desirable		✓
Local Government experience		✓
Experience of working in a political environment and or working with elected members.		✓

Required Competencies:

Deciding and Initiating Action	Takes responsibility for actions, projects, and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks. Forward planning ability.
Working with People	Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
Presenting and Communicating Information	Speaks fluently; expresses opinions, information, and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.

Writing and Reporting	Exceptional attention to detail. Writes convincingly; writes clearly, succinctly, and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.
Applying Expertise and Technology	Applies specialist and expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.
Delivering Results and Meeting Customer Expectations	Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical, and orderly way; consistently achieves project goals.
Persuading and Influencing	Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others
Planning and Organising	Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.
Relating and Networking	Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
Creating and Innovating	Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.
Adhering to Principles and Values	Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.
Following Instructions and Procedures	Appropriately follows instructions from others without unnecessarily challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role
Adapting and Responding to Change	Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.

Coping with Pressures and Setbacks	Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of work-life and a personal life
Achieving Personal Work Goals and Objectives	Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.

Kaikōura District Council Vision and Values:

One Team - delivering an excellent customer experience

Our four pillars:



General:

As an employee of the Council you are required to:

- Be associated as required with CDEM or any exercise that might be organised in relation to the Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Respond to the changing needs of Council, performing other tasks as reasonably required.
- To ensure that Tikanga Māori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.