

Area Coordination and Planning Lead

Overview

The Area Coordination and Planning Lead provides guidance and leadership for the coordination and planning of area activities, connecting all NZRC business to encourage the collaboration of Red Cross people across the Area.

Working with the Area Council, and especially the Area Chair, the Coordination and Planning Lead acts as the key point of contact for the Area Council on governance-related matters.

Their focus will be to ensure member activities are aligned with the organisation's strategic priorities and provide support and guidance to members for Area planning.

Focusing outwardly, the Area Coordination and Planning Lead seeks to identify opportunities that supports unmet needs of vulnerable communities. Taking a proactive approach, the Area Coordination and Planning Lead strives to build and maintain strong connections with external stakeholders in partnership with the Area Chair.

The Area Coordination and Planning Lead also works in partnership with the Emergency Management Officers to build capacity for all Red Cross people in the Area, so they are prepared before, during and after an emergency. They help ensure NZRC facilities and assets are well used and aligned with the organisation's strategic priorities and our people leaders plan for the continuity of their work.

This draft is not a formal employment role description but developed for the purpose of aligning all Area governance and leadership roles. It examples how the role works in practice.



Guide to what this might look like:

Leadership

- Act as a model of the Fundamental Principles of NZRC, supporting the growth of our reputation through your positive collaborations with community organisations, local businesses, or other NGOs.
- Promote an awareness of values, principles, and history of the International Red Cross and Red Crescent Movement and NZRC.
- Lead by example, modelling and encouraging adherence to the Fundamental Principles that display NZRCs expectations on behaviour (e.g. Code of Conduct) and promoting diversity, equity, and inclusion.
- Actively support our commitment to uphold Te Tiriti o Waitangi | The Treaty of Waitangi and our humanitarian mission to improve the lives of vulnerable people.
- Oversee the management of facilities and assets in the area.
- Advise Area Council to include nominations and elections in area plans.

Area Council elections

- Provide advice to Area Council Chair to enable area council decision making.
- Advise Area Council on required governance tasks as per the Members' Handbook (e.g.: including nominations and elections in their area plans).
- Attend Area Council meetings (either in person or via Teams), share reports and provide advice directly, or support accessing advice and information as required.
- Provide area updates to keep Area Council and other business units informed on activities and programmes held in the area.

Area communication distribution

- Facilitate coordinated communication and engagement plans across the Area, ensuring the Area Council is informed on all engagements that NZRC has been invited to within the Area.
- Distribute Red Cross communications to the appropriate audience (e.g.: Area Councillors, Area Chair) as required via effective and secure platforms.

Area Council meetings

- Promote a focus on health, safety and well-being, (e.g., sharing well-being resources and support that is available).
- Participate in health, safety and well-being induction and, training.
- Work with the Area Chair to identify risks and resolve issues, requesting advice on policies, processes and procedures from the Senior Area partner as needed.
- Implement NZRC HS&W policies, standards, and procedures for all Area's facilities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.

Budgets and finances

- Provide advice to help members that ensures their programmes and activities are delivered within budget and resources as agreed in the annual plan.
- Manage budget(s) in line with the delegated financial authority.

It also might look like:

Area Planning

- Identify local hazards, risks, strengths, relationships, and capabilities relevant to New Zealand Red Cross work in Emergency Management and International and across other business units (e.g., Migration, Retail, First Aid).
- Lead the facilitation of local business continuity planning in the area in partnership with other business units.
- Support the accuracy and completeness of area plans and reporting information.
- Working via Area Councils, liaise with branches and groups to support the area planning process.
- Ensure that monitoring data is captured, reviewed, and analysed for the area (e.g.: the Planning, Monitoring, Evaluation and Reporting framework).
- Support the Area Council with external risk management for member-led activities.
- Provide support (in consultation with the Area Council) to all Area Branches and Groups for risk assessment of planned activities.

- Ensure needs assessment is undertaken across the Area for opportunities, suitability and alignment with strategy and community needs, and financial and people capability.

Health, safety and wellbeing

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- Work with the Area Chair to identify risks and resolve issues, requesting advice on policies, processes and procedures from the Senior Area partner as needed.
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Relationship and partnerships

External

- Work with the Area Chair to plan, begin, and manage a partnership and relationship plan that includes different organisations and businesses, diverse groups and communities, hapū and iwi in the area.

- Knowledge of community needs and strengths.

Internal

- Actively contribute to creating a culture for the organisation that aligns with Strategy 2030.
- Ensure visibility and knowledge of all NZRC activities, assets and opportunities in the area.
- Partnering to co-create a strong AST team that delivers results.
- Begin, build, and maintain collaborations with Area Councillors, Branches, Groups, members, volunteers, and staff, ensuring a coordinated and practical approach to delivering programs and services.

Emergency management (Reduction, Readiness, Response, Recovery)

- Support the NZRC coordinated emergency response (e.g.: call trees, welfare checks on membership, catering, supporting MOW continuity).
- Work in partnership with the Emergency Management Officers (EMOs) to support capacity building in the Area before, during, and after an emergency.
- Actively take part in any training relating to role as Duty Manager and undertake responsibilities when rostered.
- Encourage, support and promote a focus of our work across the four R's (Reduction, Readiness, Response and Recovery).

Fundraising

- Ensure fundraising is coordinated across the Area during the planning phase to help reduce the occurrence of conflicting events.
- Support national NZRC fundraising activities as required.

Managing members and volunteers

Recruiting and exiting

Support the recruitment and induction (e.g: facilities induction) of local Red Cross people.

Training and development

Support Senior Area Partner

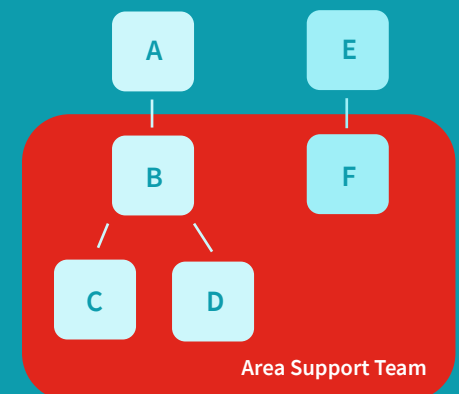
Recognition

Liaise with the Area Chair regarding member recognition events ensuring they are accessible and inclusive.

Dispute and complaint management

Provide support to the Senior Area Partner so that Area Councils can ensure effective, timely and equitable management and resolution of member disputes and issues of unacceptable behaviour, discrimination, bullying or harassment.

Team Structure



A) Director Membership and Volunteering

B) Senior Area Partner

C) Advisor Area Support

D) Administrator

E) Director Coordination and Planning

F) Area Coordination and Planning Lead