



**Job Title:** Communications Co-ordinator / Kaiarahi Pāpaho (1.0 FTE)  
**Department:** Media and Communications  
**Reports to:** Manager, Media and Communications

**Organisational expectations:**

Te Puna Ora o Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the organisation and the welfare of the Clients we serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, policies, legal requirements and procedures of Te Puna Ora o Mataatua.

Flexibility in hours may be required to ensure deadlines are met.

**Key Responsibilities:**

- Facilitating manaaki sessions between kaumātua in the rohe consistent with contractual KPIs
- Creating multimedia content for the organisation, including various topics with kaumatua and kōrero tuku iho
- Producing quarterly newsletters and annual reports.
- Co-designing a campaign focusing on tāngata mate wareware and their whānau
- Editing and distributing content, including press releases, website content, and other marketing material.
- Co-ordinating organisational communications
- Working with media/communications-related sub-contractors, as directed by the Manager, Media and Communications
- Managing a communication filing system (for all photos, graphics, video, collateral, design and writing assets created by the team).
- Graphic Design
- Co-ordinating the publicity of community events.
- Special projects and information campaigns
- Collaborating with management to develop and implement an effective communications strategy based on our target audience and the Poutokomanawa framework.
- Writing, editing, and distributing content as required.
- Liaising with internal and external stakeholders as required.
- Participating in delegated activities and programs within the Media and Communications team and the wider Te Puna Ora o Mataatua organisation
- Participating in organisational response to community events, including severe weather events.
- Carrying out additional ad-hoc tasks within reason as requested by the Manager, Media and Communications.

**Competencies, abilities and attributes:**

- Minimum of two to five years' relevant experience in a communications role.
- Experience creating multi-media content
- Competency in te reo Māori me ōna Tikanga Māori.

- Proficiency in design and publishing software.
- Proficiency in Microsoft Office, content management systems and social media platforms.
- Attention to detail, confidentiality and professionalism.
- Self-motivated and ability to prioritise work.
- Ability to work under pressure and ensure deadlines are met.
- Advanced level of literacy in office systems, including the Microsoft Office suite of products.
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders, whanau, hapu and hāpori of Te Puna Ora o Mātaatua.
- Commitment to the Vision and Values of Te Puna Ora o Mātaatua.