



## Waikato Wellbeing Project

Position Description: Event Manager/Coordinator- Kōrero: Waikato

### Who Are We?

The Waikato Wellbeing Project (WWP) is a regional initiative to achieve a more environmentally sustainable, prosperous, and inclusive Waikato region. The project is led by an Executive Director, with guidance from a Kaitiaki Advisory Board. A leadership network of 25 Manu Taki (community outcome leaders) provides activation, direction and connection for the project.

Our vision is that ***Our Mokopuna are Thriving*** and our mission is ***To hear our People and Transcend their Future through Positive Impact***. Our 2030 and beyond wellbeing targets have been developed through community conversations across the Waikato and are framed using the United Nations Sustainable Development Goals (SDGs).

The WWP has identified the following focus areas:

- **Tuatahi: Poutoko** - Lead, Facilitate and Fund Impact Projects
- **Tuarua: Purakau** - Share Wellbeing Stories Through Data, Insight
- **Tuatoru: He pakipūmeka** - Lots of Little Fire
- **Tuawha: Waha** - Use Our Voice to Advocate for Positive Change

You can learn more about the WWP, its priorities and actions [here](#).

### Kōrero: Waikato

As part of Tuawha - Waha and Tuarima- Waikato, the WWP believes in the vital importance that collaborative leadership plays in the current and future wellbeing of the Waikato region. Using a Collective Impact model, regional leadership is exercised not only by those in representative positions, but by a myriad of many people, organisations, agencies and collectives.

There are many formal leadership forums, for example council committees, boards, working groups, however these tend to be task focused and structured/agenda driven. While they address important issues, there is little room for divergent ideas and discussion or uncertainty, and their audiences are restricted.

Kōrero: Waikato is about widening and amplifying the wellbeing leadership conversations we need as a region- to address and progress the challenges, big and small we face, to widen the invitation to more people to be part of the discussion, to respectfully and openly agree...and disagree, and to share new perspectives.

Kōrero: Waikato aims to engage a diverse audience who want to network, learn, be inspired and make change, where people from across sectors can come together with the common

goal of bettering the Waikato. It will not just be an isolated event but a variety of communication channels that build curiosity, awareness and discussion that will climax at regular speaker and panel events throughout the year.

These events will be powerful, thought-provoking, and inspiring to the Waikato. Kōrero: Waikato aims to weave a tapestry of connection and change. Together with collaborators, partners, and passionate individuals who share our vision for a thriving Waikato, we can start a conversation.

While Kōrero Waikato will be designed to reflect the unique context of the Waikato, it is based on similar programmes in Auckland and Christchurch.

## **Management and Governance**

A Project Governance Group (PGG) will be established to lead the initiative and make all decisions. The event Manager will report to and work with the project Governance Group, with day-to-day management responsibility to the WWP Executive Director.

## **Key Attributes**

At this stage some initial attributes include:

- **Frequency**- approximately quarterly
- **Location** – mostly in Kirikiriroa | Hamilton, but at least 1 event outside the Hamilton metro area each year
- **Event Size**: - initially no less than 150-200 people
- **Format** –relatively short presentations, facilitated discussions and debates.
- **Sharing** –events will be streamed live and shared on social media
- **Speakers**- a diverse range of views, equitable perspectives and lived experiences.
- **Entry**- open to anybody, free entry

## **Approach, Skills and Experience Required**

This pivotal role will be instrumental in launching and orchestrating impactful speaker events aimed at initiating meaningful conversations and inspiring collaborative action towards the achievement of SDGs in the Waikato. As these events are new initiatives, the Event Coordinator will play a crucial role in shaping success from the ground up.

The WWP operates as a project under the administration of the Waikato Regional Council (WRC). All team members are fixed-term independent contractors to the WRC. You will also be able to contract with us as an independent contractor/consultant, contracted to the Waikato Regional Council.

As a new initiative, we will take a flexible and learning approach to Kōrero: Waikato and this role. This role will be offered based on an average of 20 billable hours per week for 12 months. This will be kept under constant review as the project evolves.

### **Event Conceptualisation and Planning:**

- Develop and execute detailed event plans, including venue selection, setup logistics, catering, and audio-visual requirements.
- Collaborate with partners to secure engaging and influential speakers
- Work closely with speakers, partners, and stakeholders to align content with the mission and goals of the WWP.
- Work with existing WWP comms and marketing advisors to develop marketing strategies and utilise various communication channels

### **Collaboration and Networking:**

- Foster relationships with a diverse range of individuals, positions, and organisations
- Engage with community leaders, influencers, and experts to secure engaging and influential speakers for each event.
- Invite people into the conversation and onboard motivated individuals to contribute to the new initiative.
- Collect feedback from participants to areas for improvement.

### **Initiative Management:**

- Develop event budgets
- Seek sponsorship opportunities
- Prepare and present reports on event outcomes and key performance indicators.
- Monitor and analyse event metrics to assess effectiveness and make data-driven improvements for future events.
- Research and evaluate to maintain event sustainability and achievement in the region.

### **Qualifications and Requirements**

- Proven experience in event coordination or management.
- Experience in facilitation of workshops or conversations.
- Excellent organisational and project management skills.
- Strong communication and interpersonal skills, with the ability to build and maintain relationships.
- Familiarity with sustainable development goals and a passion for community well-being.
- Ability to work independently and collaboratively within a team.
- Flexibility to work evenings as required.
- A good understanding of managing media use as part of an event cycle.
- A commitment to the principles of Mātauranga and Te Ao Māori.
- Demonstrate a track record of innovation and comfortable in initiating thought leadership initiatives