

<p>Our Mission We reduce, reuse and recycle to champion behaviour change Our place is a hub which connects people, things and ideas</p> <p>Our Vision Lead the way to zero waste</p>	<p>Our Core Values Be resourceful Keep our promises Look after each other and our place Have fun together</p>
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Position Title:	Communications Coordinator
Date:	February 2019
Reports To:	Gina Dempster, Communications Manager
Overall Objectives	<p>To develop and coordinate a year-round programme of communications to support delivery of Queenstown Lakes District Council solid waste services to residents and tourists</p> <p>To deliver zero waste education and community engagement programmes</p> <p>To manage collaborative and constructive relationships with partners</p>

Company Wide Objectives

	Key tasks	Outcomes
Mission, vision and values	Knows and understands our mission, vision and values	Works with others to achieve mission and vision Words and actions a good fit with core values
Health and safety	Proactive approach to health and safety on and off site Understands key elements of Wastebusters H&S process	Works with others to keep people safe Follows Wastebusters H&S processes Raises any issues or concerns straight away
Learning for sustainability	Works on building communication skills and knowledge base to share Wastebusters key messages with people from all walks of life	Understands zero waste - theory and practise Makes an effort to learn about other team's activities and able to answer simple questions Passes on any questions unable to answer
Teamwork	Understands team goals and helps develop plans and projects that achieve them. Works well with others to make things happen	Contributes at team meetings Well regarded by team members Helps others achieve their goals

Experience and skills needed

<ul style="list-style-type: none"> ● Extensive experience in communications ● Management of complex relationships ● Excellent writing skills and ability to meet deadlines ● Creative ideas ● Passion for sustainability and zero waste ● Experience in behaviour change, social media, event management and community engagement an advantage ● Current NZ driving license (manual required)
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Role specific tasks and activities

Area	Key Tasks
Communications planning & strategy	<ul style="list-style-type: none"> ★ Develop and implement communications strategy ★ Develop and implement marketing plans ★ Identify and mitigate brand risks ★ Develop behaviour change campaigns eg recycling contamination
Relationship management	<ul style="list-style-type: none"> ★ Develop and maintain constructive and collaborative working relationships with key partners
Content delivery	<ul style="list-style-type: none"> ★ Review and develop brand supports eg signage, leaflets ★ Create content for leaflets, websites, social media etc ★ Have input into internal communications materials for partners eg FAQ's ★ Create educational resources as needed ★ Write briefs for and liaise with graphic designers, photographers and videographers
Delivery zero waste education	<ul style="list-style-type: none"> ★ Organise, deliver and/or promote zero waste workshops and events ★ Deliver events on time and on budget ★ Coordinate reporting to partners ★ Arrange venues, equipment, ticketing etc. ★ Prepare supports as needed eg flags, uniforms, leaflets, posters ★ Respond to zero waste business and event queries ★ Coordinate delivery of zero waste education in schools ★ Organise photo shoots and liaise with photographers and designers
Stakeholder liaison & community engagement	<ul style="list-style-type: none"> ★ Liaise with stakeholders (eg business, tourism) ★ Support and engage with community groups around zero waste ★ Respond to business and event queries ★ Coordinate Resource Recovery Park tours and other site tours as required
Wastebusters team	<ul style="list-style-type: none"> ★ Contribute to Wastebusters plans and projects ★ Attend team and staff meetings ★ Attend occasional out of hours meetings and functions ★ Other duties as requested by Wastebusters management team