

Kai Resilience Project Manager

Manawātū Food Action Network Job Description

Position Details

Job Title:	Manawātū Food Action Network (MFAN) – Kai Resilience Project Manager
Reporting to:	MFAN Coordinator
Location:	Palmerston North
Hours:	25 hours per week
Wages:	\$28-\$32/hour
Date:	One-year fixed term with ideal starting date of 4 July 2022

Background Information

Environment Network Manawātū (ENM) is the environment hub for the Manawātū Region with the key purpose of facilitating and enabling communication, cooperation, and increasing collective action amongst its member groups and the wider community. ENM provides leadership by underpinning, fostering and encouraging environmental initiatives in the region.

Our 60 current member groups are from throughout the Manawātū River Catchment with interests including biodiversity regeneration, freshwater management, citizen science, food security and resilience, sustainable living, alternative energies, and active transport. The network is organised into two collective focus areas; Manawātū Food Action Network and Manawātū River Source to Sea.

MFAN is a collective of social service and environmental organisations (and other community stakeholders) working together to increase collaboration, education and awareness around issues of food security, food resilience and food localisation. Currently MFAN's main focus is implementation of the recently developed 4412 Kai Resilience Strategy.

ENM's Management Committee provides strategic direction and oversight of activities.

ENM Employment Principles

ENM employs several staff in both operational and project-specific roles. ENM, represented by its Management Committee is committed to being a good employer applying good faith principles and providing a quality working environment, as well as fair, transparent and consistent employment processes.

Our Values

- RESPECT – We acknowledge our personal idiosyncrasies and humanity. We have compassion for each other and our staff

- INCLUSIVENESS- While we have areas in which we may primarily work, we keep each other in the loop on a needs know basis and support each other when we observe overload.
- CONSENSUS- Is our favoured method of decision making. In doing this we acknowledge that it may take longer but the delay is worthwhile because there is better understanding of how the decision came about.
- COLLABORATION – We acknowledge that we may need to go outside our number on occasions for the expertise that we need. When there is a heavy workload in a particular area we offer to share the load. We work with each other, our members and local authorities to come up with best solutions.

4412 Kai Resilience Strategy Background

The overall objective of Manawatū Food Action Network (MFAN) is to empower and enable community to take charge of their food security and resilience. This will positively contribute to mental and physical health, create more connectivity and skills and decrease dependency on handouts via foodbanks etc.

MFAN's current primary purpose is to work on increasing the city-wide food resilience in Palmerston North. MFAN has recently developed the [4412 Kai Resilience Strategy \(KRS\)](#) in close collaboration with the tangata whenua Rangitāne o Manawatū and a wide range of service providers and community organisations who together make up Ora Konnect's 4412 Kai Security Squad. The essential next phase is to manage the successful implementation of the KRS.

To achieve this, MFAN is seeking a team player with excellent networking, inter-organisational coordination, project management, and leadership skills; as well as a flair for securing additional funds.

Purpose of the position

The MFAN Kai Resilience Project Manager (Project Manager) is responsible for creating the conditions (political support, stakeholder support, funding, tangata whenua engagement) to ensure successful implementation of the KRS.

The Project Manager will work with a wide cross section of stakeholders who are involved in food resilience initiatives. Through the development of the KRS, many urgent initiatives have already been identified. Initially, the Project Manager will coordinate the delivery of the first tranche of these initiatives. They will also support development of additional initiatives that align with the kaupapa of the KRS.

Responsibilities

The focus of this role is on management of the implementation of the KRS:

1. The Project Manager shall be responsible for facilitating the implementation of the KRS. Based on a sound understanding of all participating parties' goals and drivers around food resilience, the Project Manager will implement the KRS in consultation with participating organisations, to leverage existing assets, skills, and relationships.
 - a. Removing barriers to success for initiatives
 - b. Supporting the development of initiatives that align with Kaupapa of the KRS
2. Planning and reporting for the KRS Implementation – the Project Manager will develop project/initiative plans and report progress against plans. Projects/initiatives

can be driven by champions from different organisations on behalf of the collective. Good relationships and influencing skills will be required.

- a. Maintaining excellent relationships with stakeholders
 - b. Coordinating multiple collaborative initiatives involving external stakeholders
 - c. Supporting collaborations between stakeholders
 - d. Prioritising and planning the rollout of urgent Kai Resilience initiatives
 - e. Scheduling realistic delivery milestones for initiatives
 - f. Recording and sharing outcomes and impacts of initiatives
3. Advocacy for grassroots needs and opportunities – this role will facilitate a cross-sector understanding of the opportunities at grassroots level to take more ownership and create food resilience on a local level.
 - a. Close working relationship with MFAN Coordinator
 - b. Engaging with supporting organisations
 - c. Interaction with local and central government agencies
 - d. Undertaking actions that encourage increased understanding of Kai Resilience, and advocate for appropriate public policy to improve Kai Resilience in the Manawatū.
 - e. Engaging with local and central government agencies to support development of regional Food Resilience Strategies and/or Policies.
 4. Helping to identify potential funding resources – the coordinator will develop a good understanding of available funding sources.
 - a. Seeking additional support and funding for initiatives
 - b. Developing relationships with potential supporters/funders
 - c. Assisting with writing funding applications and/or negotiating contracts
 5. The Project Manager shall lead the work of the Ora Kōnnect 4412 Kai Security Squad under the framework of Whānau Ora (see Fig 1.). This includes managing the meetings of the Kai Security Squad, setting agendas, minutes, attending the hui and those of Ora Kōnnect, developing the communication plan, driving the initiatives and such like.



Figure 1 Whānau Ora Framework

Key Relationships

- | | |
|----------|---|
| Internal | <ul style="list-style-type: none">• ENM Staff• ENM Member Groups• ENM Management Committee• ENM Volunteers |
| External | <ul style="list-style-type: none">• Rangitāne o Manawatū• Ora Konnect 4412 Kai Security Squad (and the organisations represented in this group);• Wider Ora Konnect Alliance Members• Local government• Community groups• Other Relevant Groups• Funding Agencies |

Required Skills and Experience

The ideal candidate for this role will have proven experience in project and stakeholder management, with strong skills in planning and prioritizing. They enjoy the benefits of nurturing excellent relationships, and their oral and written communication is clear, and impactful. They can easily navigate a budget and planning spreadsheet, and work strategically to achieve long-term positive change for Kai Resilience. They are:

- Familiar with Te Ao Māori
- A strong relationship builder within and across organisations
- A good listener and facilitator
- A strategic thinker – ideally with cross-sector experience
- Able to build strong alliances and collaborations
- Excellent at planning and have proven project management experience
- Able to balance individual, organisational interests and the greater good
- A concise, clear communicator with outstanding written and oral skills
- Amazing at creating and following project budgets
- Experienced in seeking support from funders and/or businesses for charitable purposes
- Willing and able to provide regular accountability reports that strongly demonstrate positive impacts, and outcomes
- Passionate about growing kai sustainability and resiliency.