



# Whau Pasifika Trust Manager – Job Description

**Position Title: Whau Pasifika Trust Manager**

**Reports To: Whau Pasifika Trust Board (via the Chair)**

**Start Date: January 2026**

**Position Type: Contractor, Job Share, Part time, open to flexibility**

**Location: Avondale / Whau Area, Auckland**

**Term: Fixed-term or ongoing (to be confirmed)**

**This role can be a job share opportunity between projects, finance, and engagement.**

## Purpose of the Role

The Whau Pasifika Trust Manager will provide strong, culturally grounded leadership to implement the newly endorsed Whau Pasifika Strategic Plan (2026–2029). This role will ensure effective operational management, financial stewardship, and stakeholder engagement while upholding Pacific values and advancing the Trust's vision of a thriving, connected, and culturally anchored Whau Pasifika community. The Manager will work closely with the Board Chair, Trustees, and key local partners including the Whau Local Board and Whau Economic Broker.

## Key Responsibilities

### 1. Strategic Implementation

- Lead and operationalise the Whau Pasifika Strategic Plan in line with Board direction.
- Develop annual work plans, priorities, and progress reports for Board review.
- Support the Trust to embed the three endorsed strategic themes:
  1. Harnessing AI & Innovation for Community Benefit
  2. Strengthening Place-Based Whau Identity & Consolidation
  3. Embedding Strong Governance Systems & Processes

### 2. Governance Support & Reporting

- Provide high-quality reports and insights to the Board to support decision-making.
- Work closely with the Chair to prepare Board meeting papers, agendas, and updates.
- Ensure that all communications and media matters are pre-approved by the Chair.
- Uphold transparent and ethical governance practices across all Trust operations.

### 3. Financial Management

- Oversee the Trust's budgets, expenditure, and financial reporting.
- Prepare funding applications and manage funder relationships.
- Ensure all financial commitments are approved and signed off by the Board.
- Work with the Chair and Treasurer to ensure compliance with all audit and accountability requirements.

### 4. Stakeholder & Community Engagement

- Build and maintain strong partnerships with local government, funders, and community organisations.
- Serve as a key connector with the Whau Local Board, Whau Economic Broker, and other key stakeholders.
- Represent the Trust at community events, local forums, and partner meetings.
- Support and champion local Pasifika initiatives and collaborations.

### 5. Operations & Event Management

- Lead day-to-day administration, project coordination, and event delivery.
- Ensure safe, efficient, and inclusive event and programme management.
- Oversee IT systems, communications, and digital presence (website, social media.).
- Ensure compliance with health and safety standards.



## Key Competencies and Attributes

### A Pacific Connector with Strong Cultural Competencies

- A person who embodies and lives Pacific values.
- Culturally connected, cross-cultural, and respectful of diverse communities.
- Speaks or understands a Pacific language and has an awareness of Te Ao Māori.
- Demonstrates faith-based, servant leadership grounded in āiga values.

### Leadership & Personal Qualities

- Trustworthy, honest, authentic, and committed to community wellbeing.
- Confident and charismatic communicator who can engage across audiences.
- Energetic, positive, and dynamic — able to inspire and mobilise others.
- Open-minded, transparent, and receptive to feedback.

### Professional & Technical Skills

- Strong financial and budget management skills.
- Experienced in funding applications and policy implementation.
- Excellent administration, organisational, and IT/digital literacy skills.
- Skilled in event management, coordination, and stakeholder engagement.
- Demonstrated ability to think strategically, solve problems creatively, and innovate.

### People & Relationship Skills

- Strong interpersonal and networking abilities.
- Collaborative team player who fosters connection and inclusion.
- Effective communicator with diverse community groups and stakeholders.

### Qualifications & Experience (Preferred)

- Qualification in management, business, community development, or related field.
- Minimum 3–5 years' experience in community, non-profit, or local government leadership roles.
- Proven track record in financial management, funding, and stakeholder relationships.
- Experience working with Pasifika and Māori communities in Aotearoa New Zealand.

### Values Alignment

The successful applicant will model and uphold the Trust's Pacific values of: Alofa (Love), Fa'aaloalo (Respect), Tautua (Service), Lototō (Humility), Fa'amaoni (Integrity), and Faiā (Relationships).

### Remuneration

Based on experience and aligned with sector benchmarks for community management roles.

This is a job share opportunity. Please outline which areas you would like to lead if interested in job share.

### How to Apply

Applications should include:

- A CV outlining relevant experience
- A cover letter describing how you align with the Trust's values and strategic priorities

Closing Date: January 30th 2026

Contact: Sabrina: [whaupasifikamanager@ecg.nz](mailto:whaupasifikamanager@ecg.nz)