

<b>POSITION TITLE</b>	Co-ordinator OraTaiao: NZ Climate and Health Council
<b>SALARY INDICATION</b>	\$38 per hour
<b>TERM</b>	12 months with the potential for renewal and increased hours
<b>HOURS</b>	10 hours per week, 48 weeks per year. We recognize that applicants may have other commitments or that this position may be part of a portfolio career. Hours can be flexible but attendance at some meetings may be required e.g. monthly executive meetings.
<b>CLOSING DATE</b>	5pm on Wednesday 6 March
<b>MAIN PURPOSE OF THE JOB</b>	<p>Support OraTaiao to reach its strategic goals by: supporting the Co-Convenors; strengthening and implementing systems; strengthening internal and external outreach and communications; and coordinating the involvement of members in our activities.</p> <p>The Coordinator position will therefore necessarily balance direct actions and co-ordinating/supporting others to complete work.</p>
<b>ABOUT ORATAIAO</b>	<p>OraTaiao is a national health Incorporated Society undertaking public health action on climate change and health. As an organisation we are committed to honouring Māori aspirations, upholding through mechanisms expressed in the Matike Mai Report, enacting Te Tiriti o Waitangi within the group, and striving to reduce inequities between Māori and other New Zealanders. OraTaiao upholds the principles of Te Tiriti o Waitangi as articulated in the Waitangi Tribunal Wai2575 Report (Tino Rangatiratanga, Equity, Active Protection, Options, and Partnership). We have over 1,000 health professional members (including nurses, doctors, allied health professionals and health students). We are also supported in our campaigns by 21 professional organisations and health providers.</p> <p>We are funded through member subscriptions and use a range of public health actions to achieve healthy public policy. We have a one tier governance structure comprising two co-convenors and an 11-member Executive Board. We are a founding and member of the Global Climate &amp; Health Alliance, and a member of the Climate and Health Alliance.</p>
<b>RESPONSIBLE TO</b>	OraTaiao Co-convenors
<b>EXPECTED RANGE OF TASKS</b>	<p><b>There are 3 basic priorities for the Coordinator position:</b></p> <ul style="list-style-type: none"> <li>● <b>Communication with members, including a monthly newsletter</b></li> <li>● <b>Managing incoming emails to NationBuilder and Gmail from members and others</b></li> <li>● <b>Maintaining and uploading material to ensure the website is kept up-to-date</b></li> </ul> <p>Other activities will be made up of a mixture of the following indicative activities, depending on priorities.</p> <p><b>COMMUNICATIONS External stakeholders</b></p> <ul style="list-style-type: none"> <li>● Draft and manage some media releases</li> <li>● Keep media database up-to-date</li> <li>● Assist with proactively developing media relationships</li> <li>● Co-ordination of media</li> <li>● Help develop and maintain relationships with other NGOs</li> </ul> <p><b>ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>● Make sure the OraTaiao events calendar is kept up-to-date (monthly)</li> <li>● Assist with managing membership using Nationbuilder</li> <li>● Provide minor administrative support to the co-convenors</li> </ul>

		<p><b>SUPPORTING CAMPAIGNS AND ADVOCACY</b>  Contribute to advocacy campaigns towards OraTaiao objectives including:</p> <ul style="list-style-type: none"> <li>● Contribute to campaign planning</li> <li>● Coordinate 2-yearly strategic planning meeting</li> <li>● Support occasional public events (e.g. conference/hospital stands)</li> <li>● Facilitate communications with allied organisations</li> <li>● Look out for funding opportunities</li> </ul> <p><b>RESEARCH/POLICY DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>● Coordinate and support the development of policy statements/documents/submissions, and edit/ format as required</li> <li>● Help draft submission guides</li> <li>● Coordinate and support development and sharing of climate change and health resources for specific member groups (e.g. GPs/specialists)</li> <li>● Develop and maintain literature database with support</li> </ul>
<b>PREFERRED QUALIFICATIONS</b>	Science communication, public health, public policy or related disciplinary qualifications	
<b>PREFERRED EXPERIENCE</b>	Campaigning, advocacy, NGO coordination, communications, science communication, public health advocacy, policy negotiation	
<b>ATTRIBUTES &amp; SKILLS</b>	<p>Excellent interpersonal skills  Able to get the best out of others work through effective coordination  Good organisational and time management skills  A knowledgeable commitment to working in accordance with te Tiriti o Waitangi  Self-directed but also able to be part of a national virtual team  Able to work and be managed virtually  Compelling and creative written and oral communication skills  Able to understand and translate public health imperatives into easily understood messages  Awareness and understanding of health and media landscapes  Computer literate in Google Workspace and word processing. Willing to learn to use NationBuilder (to update the website, manage incoming mail and membership).  Understanding of the roles of science, politics, industry, and the media in advocating for social and policy change  Ability to work calmly under pressure</p>	