

The Colville Project

Job Specification

Position: The Colville Project Advisory Board Developer

Type: Part-time (up to 15 hours per month)
Fixed term- 9 months (FT due to uncertain funding)

Role Purpose: To develop and implement a framework for TCP Advisory Board and associated Advisory Groups.

Background: The Colville Project is a social change and community development project governed and managed by The Colville Project Charitable Trust (TCPT). TCPT was registered with the Charities Commission in 2018. Our beneficiaries are the communities of the Northern Coromandel Peninsula from Papa Aroha on the west coast, north to Moehau and southeast to Tuataewa.
Our vision: The Northern Coromandel Peninsula is a thriving place to live, work and play across our lifespan.
Our mission: Ensure the ongoing wellbeing of the Northern Coromandel Peninsula community to support a strong circular economy.

Reporting to: The Colville Project Trust Board (*the Board*) through the delegated liaison person.

Key relationships: The Colville Project Board, contractors, staff and volunteers
Relevant stakeholder groups and potential advisory Board/Groups members (e.g. corporate, business, national/regional government, funders, 'experts')

Specific duties - Service Specifications

1. Strategic Tasks

- Develop a framework for the development and operation of a TCP Advisory Board and associated Advisory Groups, that meets TCP values and Design and Development Principles for presentation to the TCP Board
- Create, develop and maintain relationships with relevant parties (e.g. corporate, business, national/regional government, funders, 'experts') alongside delegated Trustee/s, and as approved by the TCP Board
- Recruit membership for the TCP Advisory Board & Groups, as approved by the TCP Board
- Support the TCP Board with the development, delivery and evaluation of its Delivery Plan and associated budget, as appropriate
- Formal reporting to the Board at each Board meeting, including highlighting any potential, real or perceived risks that arise
- Support the operations of the TCP Advisory Board and Advisory Groups under the approved framework
- Act as a conduit between the TCP Board and The Advisory Board / Advisory Groups

2. General

- Attend Board working party meetings as required
- Keep accurate records and maintain effective filing systems in the TCP G-Drive
- Forward relevant communications to the Board Chairs or relevant Board member
- Forward invoices and other financial documents to the Finance Support
- Work with the Board Support to maintain and develop TCP CRM database (re Advisory Board and Groups)
- Liaise with experts who are working with the Board, as appropriate
- Act as an advocate for The Colville Project

3. Self-Management

- Meet regularly with designated Board member; and provide updates as to hours worked and outcomes
- Participate in and complete any agreed support
- Advise the designated Board Member of changes in availability in a timely manner

Person Specification:

- Excellent communication and relationship management skills
- Competent user of technology, including word, g-suite, excel, powerpoint, email
- Excellent organisational skills
- Ability to self-manage and work to requests
- Ability to research, develop and review organisational frameworks
- Understanding of the role and development of Advisory Boards
- Report writing experience