

# Position Description

<b>Job Title:</b>	Funding Manager
<b>Location:</b>	Auckland Region (Variable)
<b>Reports to:</b>	GM Investment, Strategy and Environment

---

## Active's Vision, Mission & Strategic Priorities:

- **Vision:** Auckland – the world's most active city
- **Mission:** To collaborate, set direction and provide regional leadership for our sport and recreation communities
- **Strategic Priorities:**
  - Underactive Aucklanders are More Active - *Kia kaha ake te kori tinana a ngā tangata kaore i te kaha ki te kori tinana*
  - Anywhere, anytime - *Kia kori tinana, ahakoa te wā, ahakoa te wāhi*
  - Great spaces and places - *He tūhoropaki me ngā tūwāhi tino pai*
  - Keeping pace with a changing Auckland – *Kia oma tahi me te panoni haeretanga o Tāmaki Makaurau*
  - Partnering with Māori - *Kia mahi tahi me te Māori*
  - Together we go further - *Kia koke i roto i te kōtuitanga*
  - Leading the conversation - *Kia arahi i ngā wānanga kōrero*

## Active's Values:

- We make transparent, bold decisions in pursuit of our vision for Auckland
  - We take initiative, adapt quickly to change, and keep an eye on the horizon
  - We succeed by trusting and playing to each other's distinctive strengths
  - We work relentlessly, persevere, and see things through
  - We deal with the facts, focus on solutions, and treat everyone fairly and with integrity to achieve our goals.
-

## Background:

Aktive is a registered charity providing strategic leadership to the Auckland region that encourages, enables, and inspires Aucklanders to lead more active lives through play, active recreation and sport. We work with, and through, a number of national, regional and local partners to fund and deliver community sport in Tāmaki Makaurau. We are a strategic partner of Sport NZ and Auckland Council, and a conduit for their funding, along with organisations such as Foundation North, NZCT and The Lion Foundation. More information about us can be found here: [www.aktive.org.nz](http://www.aktive.org.nz)

## Job Purpose:

The primary purpose of the Funding Manager role is to oversee the administration, management, and distribution of contestable funding, including Tū Manawa Active Aotearoa (Tū Manawa), which aims to take an innovative and transformative approach to leading impactful investment, supporting tamariki and rangatahi in communities.

The role is responsible for ensuring that the relevant governance structures; operational systems, including overseeing applications, payments, and reporting; and supporting resources are in place.

A further key function of the role is to assist the sector to understand and access funding opportunities through professional development. In doing so the role will work closely with Sport NZ, CLM Community Sport, Harbour Sport, Sport Auckland, Sport Waitākere, and funders.

## Accountabilities:

- **Compliance** – Assist Chairs and Advisory groups to make decisions on contestable funding in line with the Tū Manawa expectations and requirements; and assisting applicants as requested to help ensure quality applications are received.
- **Governance** – Provide administrative support to the Chair of all Advisory Groups. Ensure all Advisory Groups are established in line with the Terms of Reference and are well briefed and prepared ahead of meetings.
- **Partners** – Provide support to partners CLM Community Sport, Harbour Sport, Sport Auckland and Sport Waitākere by way of on-the-ground and back office support including: provision of relevant guidance documentation and templates for funding processes, assistance with the servicing of Advisory Groups; providing reports to Boards regarding recommendations; assisting with community professional development (i.e. workshops and online forums), monitoring and evaluation processes; and coordination of funding rounds.
- **Stakeholder Relationships** – Be the point of contact between Aktive and stakeholders, including Sport New Zealand, partners, and fund applicants.

- **Technology Development** – Work with our digital provider regarding online funding application and reporting systems.
- **Professional Development** – Engage in the national Tū Manawa Active Aotearoa Network. Work with the Sector Support team and partners to collaboratively develop workshops and online forums to support applicants.
- **Risk and Conflict Management** – Establish appropriate systems and centralised records for risk management and conflicts of interest.
- **Information Management** – Oversee the record keeping of funding decisions made and ensure all details are up to date on the database. Ensure funding decisions are published on Aktive's and partner websites.
- **Accountability Requirements** – Work with the finance team to reconcile all application figures and assist with reporting requirements.
- **Communication** – Work with the marketing and communications team to ensure community partnership activity is recognised externally highlighting positive stories from successful funded projects / programmes, which will be widely shared, including with Sport NZ and the Tū Manawa Active Aotearoa Network. Also support the provision of coordinated communications.
- **Māori perspectives and practices** – Ensure the articles of Te Tiriti o Waitangi and/or its principles of Partnership, Protection and Participation are acknowledged and reflected in the implementation of all work. Work with the He Oranga Poutama team to increase the access of funding for Māori.
- **Workforce Management** – Day to day management of the Regional Advisor role regarding Tū Manawa Active Aotearoa, who will support the Funding Manager role on a part-time basis.
- **Safeguarding** – Adhere to and advocate for safeguarding (child protection) policies and procedures to ensure all youth engagement is within safe and inclusive environments (online and physical).
- **Alignment** - Ensure Aktive's philosophies and programmes are reflected in the approved applications, including e.g. Good Sports®, HERA – Everyday Goddess®, Disability, He Oranga Poutama, Healthy Active Learning etc, by working with subject matter advisors in relevant areas
- **Monitoring & Evaluation** – Work with internal and partner leads to enhance the development and sharing of good practice, enabling system change.

## Reporting:

- **Reporting** – Prepare detailed progress reports as and when required.

## Relationships:

Establish and maintain effective relationships with key staff and volunteers associated with the following:

- Aktive
- Partners: CLM Community Sport, Harbour Sport, Sport Auckland and Sport Waitākere
- Sport NZ
- Local Marae, Hāpu and Iwi
- Tū Manawa Active Aotearoa Network
- Auckland Council
- Play, sport and active recreation organisations
- Schools, kura and tertiary organisations
- College Sport Auckland
- Disability and inclusion organisations
- Other providers.

## Experience and Knowledge:

### Essential

- Experience in funding distribution, management, and governance support over multiple years
- Experience in working in allied ways to support kaupapa Māori
- Evidence of successful community engagement and relationship management
- Experience in using grant application software and databases
- Experience with reporting to funders.

### Desirable

- Understanding of the needs of tamariki and rangatahi regarding play, active recreation and sport
- Knowledge and understanding of te Ao Māori and the promotion of tikanga and te reo Māori.

## Skills and Attributes:

- Strong self-awareness
- Customer-centric with a “can do” attitude
- Works as part of a team to collaborate to achieve results for others
- Innovative and creative thinker
- Ability to relate to people at all levels including senior management, chief executives, principals and boards of trustees
- Excellent verbal, written and presentation skills
- Ability to use te reo Māori vocabulary
- Knowledge of, and commitment to the Treaty of Waitangi – Te Tiriti o Waitangi

- Uses whanaungatanga to guide practices with others
- Strong emotional intelligence skills
- Ability to lead, influence and advocate
- Ability to influence attitudes and behaviours
- Ability to work autonomously and as part of a team
- Strong planning, prioritising, and organising skills
- Acts with integrity
- Commitment to continuous learning and innovation
- Good problem analysis and problem-solving skills
- Proactive - uses initiative
- Resilient and able to cope under pressure
- Ability to manage budgets and operate within them, maintaining financial records and ensuring cost-effective delivery
- Technology literate – including Microsoft
- Prepared to work flexible hours, including evening and/or weekend work.