



Job Description

Position:	Colville Living Heritage – Project Coordinator
Type:	Fixed-term Contractor <ul style="list-style-type: none"> • Term: approx. 21 weeks, 5.5 hours/week • Location: Colville Junction with some travel
Role purpose:	To deliver a functioning simple website to gather information about the living heritage of the Northern Coromandel, its people and its community organisation
Reporting to:	Report to the Team Assistant for project management, and report to CJ manager for other matters (eg. HR)

Background

Colville Junction (CJ) is a Charitable Trust founded in June 1997. Our Vision: Strong and vibrant communities in Northern Coromandel. Our Mission: To support our remote communities to meet their needs and aspirations

Overview

Colville Junction Charitable Trust has received seed funding from the Stout Trust (via Perpetual Guardian) to begin the Colville Living Heritage project. This first phase focuses on building a simple project website, purchasing essential equipment, and piloting a small number of interviews. We seek a practical, community-minded coordinator to help set up the systems, support content gathering, and develop the project plan.

Key relationships

CJ Manager, CJ Team Assistant, staff, contractors, trustees, volunteers and community members.

Categories	Deliverables/outcomes
Project Coordination and Administration	<ul style="list-style-type: none"> • Coordinate delivery of the Living Heritage project within agreed scope, timeframe, and budget • Maintain a light project plan, task list, and simple budget tracker • Establish clear systems for file management, metadata, backups, and permissions • Maintain accurate records of interviews, materials, and consent documentation • Provide short progress updates and a practical handover of systems at project completion • Communicate with relevant stakeholders as required • Other reasonable project-related tasks as agreed.

	<p>Website and Content Systems</p> <ul style="list-style-type: none"> ● Set up a simple, stable website suitable for long-term community use ● Develop core site content, including: About, Updates, Contribute/Contact, and Consent & Ethics pages ● Establish basic accessibility and usability standards ● Organise digital storage and archiving workflows (naming conventions, backups, permissions notes). ● Other reasonable tasks as agreed.
<p>Relationships and Communication</p>	<ul style="list-style-type: none"> ● Welcome and support members of the public when working from the CJ hub ● Support development of publication and promotional material related to the project (website, social media, pānui) ● If agreed with Colville School and/or community participants, organise and deliver a short skills workshop covering basic interviewing, journalism, and recording techniques ● Support participants to share stories in ways that feel safe, valued, and culturally appropriate ● Build and maintain positive relationships with stakeholders, partners, and contributors ● Represent CJ values in all interactions with the community ● Support and promote community participation in Living Heritage activities and events ● Report regularly to the CJ Manager and/or Team Assistant on project progress and issues ● Other reasonable tasks as agreed.
<p>Interviews, Research and Archiving</p>	<ul style="list-style-type: none"> ● Organise and deliver pilot interviews, including: <ul style="list-style-type: none"> - At least four interviews with elders or long-term residents - At least three interviews with local community organisations. ● Prepare interview packs, including consent forms, release notes, and recording checklists ● Record and transcribe interviews (AI tools may be used where appropriate) ● Ensuring appropriate permissions are obtained ● Scan and archive historical documentation from Colville community organisations (including current and wound-up entities) ● Support respectful, accurate representation of stories and histories. ● Other reasonable tasks as agreed.

<p>PERSON SPECIFICATION</p>	
<p>SKILLS & KNOWLEDGE</p>	<ul style="list-style-type: none"> ● Excellent oral and written communication skills, including computer skills and report writing ● IT savvy, including Using AI as a tool, understanding database basics ● Research skills ● Problem solving skills and time management ● Experience working with people in collaborative ways to facilitate community outcomes ● A strong understanding of tikanga Māori and te tiriti o Waitangi ● Relationship building skills with a variety of people and groups

	<ul style="list-style-type: none">● Knowledge of the Colville community is an advantage.
ATTRIBUTES	<ul style="list-style-type: none">● Respectful and culturally responsive● Strong listening skills and empathy● Integrity and discretion● Organised and reliable● Commitment to learning and community outcomes.
OTHER	A police vet.