

# Rainbow Violence Prevention Network Communications Coordinator

**Hours & remuneration:** \$29.20-\$32.81 p/h, 20 hours per week

**Term:** Fixed-term, 2 years

**Reports to:** The Communications Coordinator will be managed by and report to a committee made up by members of the Network. The Communications Coordinator will be employed and supported day-to-day by InsideOUT Kōaro.

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**Purpose of position:** The broad purpose/role of the network is to collectively identify and work towards strategies for violence prevention in rainbow, transgender and intersex communities across Aotearoa. Our key aim is to support the capacity of the RVPN to grow, and help create sustainable change for rainbow communities across Aotearoa.

## **Communications Coordinator Role Development**

The Rainbow Violence Prevention Communications Coordinator role will focus on supporting the network members to communicate the strategic aims of the RVPN to broad audiences, internal members and external stakeholders.

Communication efforts by the RVPN Communications Coordinator will support network members to share information between the two different tiers of General and Organising Committees via different interfaces (website, email, slack and newsletters). This role will also involve the creation and dissemination of social media, press releases and project launches relevant to the RVPN.

The role will also allow for the network to be across relevant themes and challenges that intersect with Rainbow Communities and Violence Prevention.

RVPN Communications Coordinator will support Rainbow inclusion within Aotearoa's Violence prevention through resource development and other communications strategies to ensure rainbow voices are represented appropriately. This role will require developing an understanding of key messages for RVPN and of the violence prevention sector through collaboration in relationship building and project initiatives.

The Communications Coordinator will support increased capacity within the RVPN so greater pathways and processes for collaboration and coordination can occur. The Communications Coordinator will work closely with the Network Lead with regular administration duties to help achieve the aims of the network.

As the RVPN continues to grow and develop its strategic aims, it is natural too that this role will require growth and change to reflect our evolving environment.

Role Overview		
Area	Responsibilities	Outcomes
Communications	<ul style="list-style-type: none"><li>• Write and disseminate a regular newsletter for RVPN members - both for the General membership and Organising Committee audiences.</li><li>• Administer and maintain RVPN communication channels, including Slack, RVPN website and social media as necessary, including leading the creation of new content.</li></ul>	<ul style="list-style-type: none"><li>• Sexual and family violence sectors are aware of and connected to RVPN</li></ul>

	<ul style="list-style-type: none"><li>• Liaise and collaborate with other organisations to promote research, opportunities, campaigns and kaupapa online which align with RVPN's kaupapa</li><li>• Share RVPN resources with relevant stakeholders</li><li>• Support RVPN communications weekly, including generating social media, maintaining communications via RVPN info address and other general enquires</li><li>• Support and share the creation of RVPN collaborations including new resources, online workshops, and other information sharing strategies.</li><li>• Regularly assess and maintain the RVPN website and its content</li><li>• Analyse the effectiveness of ongoing communications through tools such as social media, website, and newsletter analytics and identify opportunities for improvement</li><li>• Lead proactive media campaigns and media releases on behalf of RVPN</li></ul>	
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Administration	<ul style="list-style-type: none"> <li>• Alongside Network Lead, the task of organising regular meetings, preparing agendas, taking minutes, distributing minutes out to network members</li> <li>• Assembling relevant information to assist in decision-making</li> <li>• Provide follow up and support to RVPN members to help with the completion of action points generated during meetings</li> </ul>	<ul style="list-style-type: none"> <li>• All administrative tasks are completed promptly and thoroughly</li> <li>• RVPN has adequate data that helps inform our work in the community</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Interpersonal skills to support network members to engage with the network and staff.</li> <li>• Supporting the Network Lead in the Onboarding and offboarding of RVPN members</li> <li>• Support the RVPN “Wellbeing Sessions” facilitation alongside Network Lead</li> <li>• Keep in contact with member organisations and individual representatives to support their ongoing engagement with the RVPN</li> </ul>	<ul style="list-style-type: none"> <li>• RVPN member relationships and wellbeing, as well as organisational engagement, are strengthened.</li> </ul>
Coordination & Collaboration	<ul style="list-style-type: none"> <li>• Developing an understanding of key messages for RVPN and of the violence prevention sector through collaboration in meetings and relationships</li> <li>• Meeting regularly with the Network Lead</li> </ul>	<ul style="list-style-type: none"> <li>• RVPN delivers successful projects in line with our strategic direction in a timely manner</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Assist RVPN with other tasks as required, as time in the role allows or by other agreement. This</li> </ul>	

	<p>may include things such as workshop facilitation, and miscellaneous technical or administrative tasks.</p> <ul style="list-style-type: none"> <li>Supporting the development, implementation and improvement of relevant systems and procedures as the Network grows.</li> </ul>	
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Embedding Te Ao Māori
<ul style="list-style-type: none"> <li>Centre Takatāpui and Irawhiti experiences by working with and for our Māori network members in their pursuit of Tino Rangatiratanga and Mana Motuhake within RVPN and across the violence prevention and rainbow sectors. Prioritise sharing their voices, perspectives and knowledge in the work RVPN achieves.</li> <li>Embed Te Ao Māori (te reo Māori, tikanga, kawa, Te tiriti o Waitangi) into our work.</li> <li>Build experience, knowledge, skills and capabilities to confidently and meaningfully engage with Māori rainbow people.</li> </ul>

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## QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL	GOOD TO HAVE
<ul style="list-style-type: none"> <li>Strong knowledge of Rainbow communities and culture</li> <li>An understanding of an intersectional feminist analysis of</li> </ul>	<ul style="list-style-type: none"> <li>Strong knowledge of trauma-informed practice, sexual and family violence issues</li> </ul>

<p>sexual and family violence</p> <ul style="list-style-type: none"> <li>• We are committed to Te Tiriti o Waitangi, and honouring matauranga Māori and tikanga Māori. This person is someone who shares these commitments, and either has a strong understanding of te ao Māori, or is willing to learn.</li> <li>• Strong design, visual and communication skills and abilities that support the development of the Networks aims.</li> <li>• Experience of working collaboratively online and kanohi ki te kanohi with a broad range of people from both community and professional backgrounds.</li> <li>• Understanding of and interest in keeping up to date with current knowledge in sexual violence and family violence sectors</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current theories and research in sexual and family violence</li> <li>• Experience in strategic planning and project management</li> <li>• An understanding of the development and delivery of violence prevention strategies</li> <li>• Knowledge of organisations and networks relevant to the position</li> <li>• Understanding of government and government mechanisms</li> </ul>
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## SKILLS & QUALITIES REQUIRED

- Strong communication skills, both oral and written
- Excellent design/visual and creative social media skills
- Excellent time management and organisation skills
- Effective and efficient administrative practices
- Self-motivation and the ability to take initiative and work independently
- Ability to build effective professional relationships with a wide range of people
- Proficiency with cloud-based platforms (i.e. Google or Microsoft 365) and web-based communication systems
- Reliability, honesty and conscientiousness
- Willingness to undertake travel within Aotearoa to facilitate key tasks

***RVPN is an inclusive employer and we value diversity. Applications will be considered regardless of ethnicity, religion, sex, gender, sexuality, physical or mental ability. Work hours and locations can also be flexible. The successful candidate will be supported by the RVPN to identify and access professional development opportunities relevant to their work.***