

POSITION TITLE	Coordinator OraTaiao: NZ Climate and Health Council
TERM	3 months with the potential for renewal and increased hours
HOURS	12 hours per week. We recognize that applicants may have other commitments or that this position may be part of a portfolio career
CLOSING DATE	29 April 2021
MAIN PURPOSE OF THE JOB	Support OraTaiao to reach its strategic goals by: supporting the Co-Convenors; strengthening and implementing systems; strengthening internal and external outreach and communications; and increasing over time the involvement of members in our activities. The Coordinator position will therefore necessarily balance direct actions and coordinating/supporting others to complete work.
ABOUT ORATAIAO	OraTaiao is a national health Incorporated Society undertaking public health action on climate change and health, as well as limited linked issues such as freshwater. As an organisation we are committed to working in keeping with te Tiriti o Waitangi principles through governance, membership and action. We have about 600 health professional members (including nurses, doctors, allied health professionals and health students). We are also supported in our campaigns by many health professional organisations, including the NZ Nurses Organisation, most of the medical colleges, and the NZ Medical Association. 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 a 14-member Executive Board. We are a founding and Board member of the Global Climate & Health Alliance.
RESPONSIBLE TO	OraTaiao Co-convenors
EXPECTED RANGE OF TASKS	<p>There are 3 basic priorities for the Coordinator position:</p> <ul style="list-style-type: none"> • Communication with members, including a monthly newsletter • Managing incoming emails to NationBuilder from members and others • Maintaining and uploading material to ensure an up to date website <p>Other activities will be made up of a mixture of the following indicative activities, depending on priorities.</p> <p>SUPPORTING CAMPAIGNS AND ADVOCACY Contribute to advocacy campaigns towards OraTaiao objectives including:</p> <ul style="list-style-type: none"> • Contribute to campaign planning • Coordinate 2-yearly strategic planning meeting • Support occasional public events (e.g. conference/hospital stands) • Help draft evidence-based policy and RMA submissions • Facilitate communications with allied organisations • Horizon scanning funding opportunities

	<p>COMMUNICATIONS External stakeholders</p> <ul style="list-style-type: none"> • Revise communications strategy and complete media database • Improve and update NationBuilder website • Assist with proactively developing media relationships • Co-ordination of media, [including social media] • Draft and manage some media releases • Help develop and maintain relationships with other NGOs <p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Manage membership using Nationbuilder • Provide minor administrative support to the co-convenors <p>RESEARCH/POLICY DEVELOPMENT</p> <ul style="list-style-type: none"> • Develop and maintain literature database with support • Coordinate or research, synthesise, draft, edit policy statements/documents • Coordinate and support development and sharing of climate change and health resources for specific member groups (e.g. GPs/specialists)
<p>PREFERRED QUALIFICATIONS</p>	<p>Science communication, public health, public policy or related disciplinary qualifications</p>
<p>PREFERRED EXPERIENCE</p>	<p>Campaigning, advocacy, NGO co-ordination, communications, science communication, public health advocacy, policy negotiation</p>
<p>ATTRIBUTES & SKILLS</p>	<p>Excellent interpersonal skills A knowledgeable commitment to working to Treaty principles Self-directed but also able to be part of a national virtual team Able to get the best out of others work through effective co-ordination Able to work and be managed virtually Compelling and creative written and oral communication skills Able to translate complex science into easily understood messages Awareness and understanding of media landscapes Understanding of the roles of science, politics, industry, and the media in advocating for social and policy change Skills in website management Good organizational and time management skills Ability to work calmly under pressure</p>