

Current Vacancies

Hobsonville Community Trust (HCT) is currently looking to recruit people for the following roles. Applicants should support the ethos and vision of HCT. HCT may choose to combine some of these roles for a suitable candidate or to adjust the number of hours if we believe that this would be of mutual benefit to HCT and the employee.

If you are interested, please send your CV to employment@hobsonville.org.nz. The application process will be open until Wednesday 18 November but may be extended at HCT's discretion if the roles have not been filled.

- **Community Development & Youth Coordinator** – This is a part-time, 30 hour per week role, based in Hobsonville Point, with flexibility required to be available for facilitating community & youth initiatives and events.
 - Developing, implementing, coordinating and supporting community & youth initiatives and events;
 - Welcoming and connecting new residents so that they quickly settle and feel part of the community and understand the services and opportunities available to their family;
 - 24-7 YouthWork for 7-10 hours per week during each school term at Hobsonville Point Secondary School. This involves you working alongside another youth worker and our youth work team leader in five main areas: helping foster the school culture, leadership development, developing positive relationships, supporting students and integrating youth with out-of-school opportunities.
 - Youth Initiative Coordination for 3-5 hours per week where you will help develop some new youth community opportunities after school or in the evenings. This is likely to involve one afternoon or evening per week + additional planning admin and meetings.
 - **Key Skills:**
 - Confident in developing and coordinating initiatives and events; strong networking and communication skills; strong organisation, marketing, I.T. and administration skills; able to develop positive rapport with new residents, work with a diverse range of people groups; and work closely with the HCT team.
 - Confident working with young people (10-18yrs); mentoring; leadership development; able to create and facilitate safe places of belonging, encouragement and empowerment; organisation skills
 - Developing collaborative partnerships with stakeholders across the community and other key service providers;
 - Developing and implementing strong communication channels for keeping local community informed;
 - Providing accurate and timely reporting on community initiatives and deliverable outcomes for the HCT Board, funders, partners and other key stakeholders and interested parties.
- **Administrator** – This is a flexible role, 4 hours per week on average. Some of this role may be able to be done from home if required however some time will also be required at the Headquarters Building, Hobsonville Point.
 - **Key Skills:** Financial administration and experience with accounting software; reporting; funding.