

## JOB DESCRIPTION

**Date:** January 2023

**Position Title:** Community Engagement Advisor

**Work type:** 30 hours per week (0.75 FTE)

**Location:** Flexible

**Reports to:** CEO

### Position responsibilities:

- Share stories about those living with endometriosis that others can relate to and empower thousands of people living with the condition.
- Develop ENZ resources to provide accurate, comprehensive, up to date information, that covers all aspects of endometriosis to help Aotearoa understand the condition.
- Implement and manage fundraising campaigns.
- Complete and submit high quality trust and grant applications.
- Produce informative, accurate and consistent communications for our ENZ membership and followers.
- Create and distribute press releases to raise awareness and advocate for those suffering from the disease.
- Liaise with ENZ ambassadors to help raise awareness, reach new people, and encourage others to talk about endo so people don't have to suffer in silence.
- Generate donor communications for supporters to share the important work of ENZ including annual report.
- Seek donor engagement activities.
- Manage corporate sponsorship programme.
- Develop and review content for ENZ website ensuring content is up-to-date, accurate, informative and accessible for our followers.
- Create relevant social media content to educate and empower our members on the management of endometriosis and aim to reduce diagnostic delay.
- Undertake training and development as directed.
- Carry out other tasks and assignments as may be required from time to time.

### Key relationships:

#### Internal

- Staff
- Volunteers
- Board
- Clinical Advisory Committee

#### External

- ENZ membership and followers
- Media
- Corporate, foundations, grants, philanthropic and individual donors
- Community groups, schools and other key stakeholders

*Finding a way forward with hope and strength.*

**Other:**

- Be aware of and adhere to all ENZ policies and procedures.
- Contribute to the overall efficiency and effectiveness of ENZ.
- Display a high level of initiative, effort, and commitment to ENZ as it seeks to achieve its strategic goals and vision.

**PERSON SPECIFICATION**

**Qualifications:**

A relevant tertiary qualification or equivalent experience.

**Knowledge & experience:**

- An interest in women's health and an understanding of endometriosis and pelvic pain is desirable.
- Experience in fundraising and media.
- Donor relations
- Knowledge of promotion, marketing and communications.
- Exceptional understanding of social media platforms.

**Skills:**

- Strong written communication skills with the ability to have meaningful interactions.
- Technically apt with strong IT skills.
- Proven strength in organisational skills.
- Ability to work independently and prioritise tasks, managing own time effectively.

**Personal attributes:**

- Compassionate and patient
- Collaborator who thrives in a small team environment.
- Has an innate sense of social justice and empathy for others.
- Quickly adapts to change.
- Has enthusiasm and creativity.
- Natural advocate.
- Prides themselves on their professionalism.

**Other:**

- Current driver's license and own reliable car is essential