

Your Position

Your job	Parks Community Programme Lead Kaiwhakamana Hapori mō ngā Pāka
Your group	Infrastructure
Your team	Parks
Your manager	Manager Restoration, Tim Broadwith
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

The Infrastructure group comprises four teams: Parks, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

The Parks team looks after Porirua's natural landscapes and the health of Te Awarua o Porirua Harbour to ensure both our people and environment thrive. From our streams, bush and coastal areas to sports fields and shared paths, we manage and regenerate the spaces that define Porirua, and we work in partnership with Ngāti Toa and our community to create safe, welcoming, and ecologically rich places for generations to enjoy.

Your purpose

The **Parks Community Programme Lead** role is to:

- Lead the development and implementation of the community engagement and volunteer programme for Parks.
- Connect people to nature across our Parks and Harbour.
- Support the development and implementation of behaviour change programmes to deliver on the Harbour Accord.
- Foster and grow community-led conservation initiatives, environmental stewardship, and nature-based partnerships in Porirua.
- This role plays a key part in building a city where people are connected to nature, empowered to protect it, and supported to make meaningful environmental change.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• Parks Education Advisor
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Porirua Harbour Accord Partners• Government and public organisations• Businesses and industry groups across Porirua• Members of the public and community organisation• Iwi• Our communities assisting with monitoring and citizen science• Contractors, consultants and suppliers
Internal people and groups	<ul style="list-style-type: none">• All of Parks, Community & Partnerships, Climate Change, and Waste are key delivery partners• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Leadership & Management	<ul style="list-style-type: none"> • Contribute to the strategic thinking for the management of Porirua Harbour and its catchments. • Ensure alignment of your team's work programme with Parks' priorities. • Support workload planning to enable the Education Advisor to thrive in their role. • Identify and pursue opportunities to collaborate with Accord Partners and others to achieve shared outcomes. • Represent Council with a high performing standard of professionalism and aptitude to partners, stakeholders, staff and customers. • Be responsible for your programmes' expenditure tracking, ensuring responsible use of funds and alignment with council and community objectives.
Operational Delivery	<ul style="list-style-type: none"> • Deliver programmes that engage people with nature, and foster pro environmental behaviours • Grow equitable participation in parks, restoration and conservation initiatives among communities that reflect Porirua's rich cultural make up, with a deliberate focus on those currently under-represented. • Champion community engagement and co-design across Parks • Leverage community networks for more impact. • Ensure the Education Advisor delivers effective programmes and reports on progress and outcomes. • Coordinate environmental activations, events, and campaigns to raise awareness and participation in conservation. • Support citizen science, and the inclusion and value of community data across parks programmes. • Track community engagement and impact in Parks' programmes • Effectively and professionally advocate Council's views and policies with partners, communities, and professional events. • Draft reports and other materials to share our stories.
Relationship Management	<ul style="list-style-type: none"> • Strengthen community networks • Provide friendly, positive and professional service excellence at all times. • Establish and maintain close working relationships with internal and external stakeholders, ensuring that all relationships are professional, positive and constructive. • Represent Council and the Infrastructure Group at appropriate conferences, seminars and other events

Health & Safety	<ul style="list-style-type: none"> • Understand and apply health, safety and risk management in accordance with Council's risk management framework and relevant legislation. • Take responsibility for your work environment; identify, assess, and manage hazards and risks to ensure they are addressed. • Encourage and support the identification, assessment, management, reporting and monitoring of hazards and risks to ensure they are addressed. • Recognise when to escalate issues. • Take reasonable care that what you do or don't do does not adversely affect the health and safety of other people. • Take reasonable care of your own health, safety, security, and wellbeing. • Foster a safe environment for staff, volunteers, and community groups and or participants in activities or events. • Ensure all health, safety and security incidents are reported. • Encourage others to report health and safety incidents and risks. • Cooperate with any reasonable workplace health and safety policy or procedure. • Comply with any reasonable instructions given.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment to our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Contribute to giving effect to Porirua City Council's commitments under the Porirua Harbour Accord by supporting actions that protect and restore the health of Te Awarua-o-Porirua. • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> • A relevant tertiary qualification in communications, environmental science, community development, education, or a related field. • Experience in community engagement, participation projects or conservation partnership roles. • A proactive, solutions-focused attitude, with a growth mindset. • Strong relationship-building skills. • Competency in administrative tasks, with good literacy and the ability to use computers and digital systems effectively. • The ability to work well in a team. • Excellent communication skills both written and verbal. • Leadership and people management skills. • A genuine passion for caring for nature. • Confidence working in diverse communities and be inclusive • Understanding and commitment to health and safety in the workplace • Understanding and commitment to the Treaty of Waitangi and bicultural issues. • A current, full New Zealand driver's licence.
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> • Leadership and people management skills. • Have experience and general knowledge of local authority activities • Knowledge or experience in Behaviour Change • Facilitation Skills • Experience delivering environmental programmes, with a track record of achieving positive, measurable outcomes • Knowledge of the Porirua area's communities, environment, and conservation priorities and our commitments under the Porirua Harbour Accord. • GIS (Geographic Information Systems) skills

Last updated March 2026



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.