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# Community Development Navigator

## Job Description

**Responsible to:** General Manager

### **Background**

ChangeMakers Resettlement Forum (CRF) is a rights-based, non-government organisation. Our vision is New Zealanders from a refugee background participating fully in Aotearoa New Zealand life. We work towards that vision through community development, research, and advocacy.

### **Purpose of the Position**

The Community Development Navigator is responsible for building strong connections between CRF and community members from refugee backgrounds and facilitating capacity building initiatives to enable full participation fully in Aotearoa New Zealand life. This will be achieved by the Community Development Navigator working within their areas of responsibility.

## **Areas of Responsibility:**

1. **Community Connection:** Maintaining and building strong links to people of refugee-background across all communities, on individual, family, and community group levels as necessary.
2. **Navigation and Programme Development:** Working with community members to identify aspirations and challenges and respond through working in partnership with communities to navigate / develop long term solutions.
3. **Refugee Settlement Sector Knowledge and Connection:** Building and maintaining high levels of connection with sector stakeholders and service providers, enabling navigation and collaboration where appropriate to facilitate the best possible outcomes for our community members.
4. **Promotion:** of CRF as the umbrella organisation in RB Settlement, and sharing of our programmes, activities, events. This includes sharing successes.
5. **Advocacy:** Day to day advocacy, as it arises, in conjunction with the team advocate and GM.
6. **Reporting:** Completing relevant reports as required and in a timely manner.  
Monthly Reporting Forms  
Evaluation of programmes/activities
7. **General:** Any other reasonable tasks requested by the General Manager.
8. **Health, Safety and Wellbeing:** Following all health, safety, and wellbeing practices and participating in required practice drills. Reporting incidents as per CRF policy. Participate in supervision monthly.
9. **Professional Development:** Participate in professional development as required and discussed at yearly performance appraisals, to ensure the maintenance of best practice in this role.

## **Functional Relationships**

### **Internal**

- General Manager
- Office Coordinators
- Community Youth Connector and Advocate
- Finance Officer
- Driving Programme Coordinators
- Interns

### **External**

- Board
- Private and Public Funders
- Refugee Service Providers
- Refugee background community organisations and individuals
- Volunteers

## **Desirable Experience and Key Attributes**

- Bachelor's degree or equivalent experience in social work, social/human services, community development, or adult education preferred
- Minimum two years' experience working in a community development capacity with marginalised communities
- Strong relationship building skills across diverse communities and comfortable working amongst diverse communities.
- Strong connections within the refugee settlement sector
- An understanding of the key settlement issues affecting refugee background communities in Aotearoa New Zealand
- To be able to empathise and identify with the needs of refugee background community members
- Excellent written communication skills
- Strong organisational/administrative and team skills and an ability to function well under pressure
- Strong multitasking capacity, proactivity, and the ability to be flexible
- Proficiency in Microsoft Office Suite
- Flexibility to work evenings and weekends
- Must have a valid driver's license and access to a reliable vehicle
- Clear Police and MOJ vetting is a necessity for this role