

# PROJECT MANAGER

## GISBORNE VOTER PARTICIPATION PROJECT

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A coalition of local and national organisations - led by Ka Pai Kaiti Trust - have established a project designed to register, educate and motivate voters in four Gisborne city neighbourhoods that had low turn-out at the last local body elections.

A skilled and experienced Project Manager is required to implement the action-research process on a part-time basis for most of 2010. Ideal qualities include: outgoing, engaging and confident personality; able to coordinate and support volunteers and a team of workers to get tasks done in neighbourhoods; ability to adapt local, national and international research to fit the local context; reasonable understanding of local body election system; passionate about increasing participation in public processes.

Applications close 4pm 19 February 2010.

For more information visit: [www.kapaikaiti.com](http://www.kapaikaiti.com)  
or phone Sarah Pohatu (06) 867 9960.



**The Gisborne Herald**  
TE NUPEPA O TE TAIRAWHITI

## ROLE DESCRIPTION (draft)

**Role:** PROJECT MANAGER – Gisborne Voter Participation Project

**Location:** Gisborne

**Remuneration:** \$14,400 (excl. GST) – based on an average of 16hrs/wk x 30wks x \$30/hr

**Accountability:** Reports to the Project Governance Group

### Functional Relationships:

- Project Governance Group & Project Partner Organisations (Ka Pai Kaiti Trust, TRONP, TROTAK, The Gisborne Herald, etc.)
- Project Workers (paid and volunteers)
- Local community organisations including churches, marae, service clubs, sports clubs, etc. and national organisations (Community Sector Taskforce, NZ Electoral Commission, Local Government NZ, etc.)
- News media
- Project Evaluators

**Financial Delegations:** Project Implementation Budget up to \$25,000

Nga Whaingā/ Objectives	Nga Mahi/Key Tasks	Deadline
The project is managed in a way that ensures project goals are met, relationships enhanced and new knowledge acquired and shared through the process.	Provide fortnightly written reports and monthly kanohi-ki-te-kanohi reports to governance group.	30/11/10
The project planning takes into account the body of existing knowledge about what works to increase voter turn-out from communities with low participation in local body elections in Aotearoa and overseas.	Literature review of effective strategies for registering, mobilising and educating minority/poor citizens incl. recommendations based on key findings	31/03/10
The project has robust planning processes designed and undertaken by key stakeholders including residents, experts and partner organisations.	Campaign action planning with key organisations active in the community and stakeholders including academics with an interest in these issues	30/04/10
A campaign based on local leadership, expert advice and local, national and international evidence on what works, is implemented in the period leading up to the local body elections that increases participation rates in target neighbourhoods by at least 50% on 2007 levels or compared to other parts of Gisborne in 2010.	Campaign implementation in four neighbourhoods – Kaiti South, Outer Kaiti, Elgin & Mangapapa (March-May 2010) – Printed resources; Billboards; Door-to-door workers incl. shopping areas; etc.	09/10/10
Learning from the project are documented and shared with local and national stakeholders – and overseas experts.	Report completed on project outcomes, learnings and recommendations.	30/11/10