



InsideOUT's Vision and Mission

Our Vision:

All rainbow young people in Aotearoa New Zealand have a sense of belonging and safety in their schools and communities.

Our Mission:

To work with youth, whānau, schools, community groups, youth services, government agencies and other relevant organisations to provide safer schools and communities for rainbow young people.

To foster the building and provision of resources, education, information, hui and relevant tools which work to improve the health, wellbeing and safety of rainbow young people.

Position	Campaigns and Community Engagement Coordinator
Reports to	Operations and Engagement Manager
Location	Wellington
Date	June 2025
Job Objective	As InsideOUT's Campaigns and Community Engagement Coordinator you will have responsibility for coordinating and delivering our Out on the Shelves and Schools' Pride Week campaigns, overseeing volunteers across InsideOUT and supporting opportunities for community engagement.

Essential Job Results

Campaign Coordination

- Oversee the coordination and delivery of the campaigns, including working alongside staff, volunteers, and community members to support this
- Incorporate feedback from previous years into the campaign
- Work with a youth advisory group to develop and deliver the campaigns to ensure their relevance and responsiveness to the experiences of rainbow and takatāpui young people
- Ensuring the campaigns' usefulness and relatability to Māori and other ethnic minorities
- Organise and oversee campaign events and competitions
- Work alongside the Operations and Engagement Manager to manage the campaigns budget and support fundraising activities within the campaigns
- Oversee the maintenance of the Out on the Shelves book database and book lists
- Seeking opportunities to further grow InsideOUT's campaigns for schools, such as exploring content creation for other community awareness days or a rainbow history month
- Build and maintain stakeholder relationships relevant to the campaigns and respond to any queries related to the campaigns

Campaign Promotion and Communications

- Updating and developing content for the campaign websites through Wordpress
- Oversee the creation of information, promotional materials and resources relevant for the campaigns
- Leading the creation of informational guides for schools and libraries around topics such as rainbow representation in the curriculum
- Collaborate with the Communications Coordinator on the creation of a communications plan for the campaigns
- Grow the presence and awareness of the campaigns in the media
- Work to increase the engagement and registrations for each campaign

Community Engagement

- Facilitating engagement between rainbow young people connected to InsideOUT and those conducting community engagement and consultations e.g. researchers, community organisations, government agencies.
- Represent InsideOUT and our views as required at external events or consultations
- Develop and maintain relationships with relevant stakeholders, such as other youth, community and rainbow organisations
- Support InsideOUT to be responsive to the needs of young people in our communities

Resource Management

- Maintain the InsideOUT storefront website, including design, product listings, and customer communications.
- Maintain stock of campaign materials, resources, and merchandise, including packing and dispatching customer orders weekly.

Volunteer Programme

- Redevelop InsideOUT's volunteer programme to be fit for purpose and responsive to our needs - volunteer coordination tasks will be agreed upon after this, but may include tasks such as:
- Manage enquiries, recruitment, induction and coordination of volunteers
- Support any other staff that may need to work alongside volunteers
- Maintain a volunteer database and documentation
- Coordinate and facilitate volunteer meetings and events as required
- Manage communications with volunteers and assign tasks as appropriate
- Ensure volunteers are acknowledged and celebrated for their contributions
- Coordinate and deliver training and development opportunities for volunteers
- Seek regular feedback from volunteers and report on volunteer experiences to support InsideOUT to be responsive to volunteer needs

POSITION DESCRIPTION: Campaigns and Community Engagement Coordinator

Reporting

- Maintain an annual project plan for the campaigns
- Keep the Operations and Engagement Manager up to date about progress against the project plan as well as key decisions, issues and risks.
- Prepare a written annual report on how the campaigns ran and were organised, taking feedback from youth, volunteers, staff and external organisations into account
- Provide information as necessary about your role's engagement to inform and contribute to funding report backs
- Document and report on volunteer engagement and feedback

Misc

- Take part in relevant training, meetings or other tasks to support InsideOUT's journey to honour Te Tiriti o Waitangi
- Take on other tasks as needed and agreed from time to time to support InsideOUT

Availability

- It is expected that any message sent to the Coordinator (including phone messages, text messages and emails) will be responded to within five working days.
 - o In the event this is not possible (e.g. due to illness or bereavement) an out-of-office email should be turned on, which encourages people to contact the Operations and Engagement Manager directly for urgent enquiries.
- Staff will make themselves available within the hours they say they will work to complete their tasks.