

## Job Description

### Special Projects Manager

A unique opportunity to positively impact local communities across New Zealand. We are looking for a special projects manager organises, leads, and helps execute company projects that may fall outside the scope of regular duties. You will be responsible for ensuring the scope of the project fits the budget and that team members complete each phase of the project within the scheduled timeline. The role will report into the Chief Executive.

### SALARY EXPECTATION

The role is part-time for 15-20 hours per week and remuneration will be circa \$31,000-42,000 pro rata per annum.

### ABOUT REBEL BUSINESS SCHOOL AOTEAROA

Rebel Business School Aotearoa Ltd (RBSA) is a social impact business focused on activities and projects that lead to the development of small business that enhance the local communities in which they start. Rebel Business School Aotearoa runs FREE 10-day Business Courses covering 20 workshops to give business owners the necessary skills, knowledge and capability to get their business off the ground quickly and to do that for free.

Rebel Business School Aotearoa also provides ongoing support through a graduate Alumni programme. Currently there are just over 1,000 graduates within the Alumni programme that provides connection both nationally and locally across Aotearoa. With support from local Alumni Ambassadors RBSA connects Alumni to the local start-up ecosystem. Additionally, we look to provide access to tools, additional workshops and processes for the Alumni.

We recognise and value the diversity of business owners and the richness and diversity of their ideas; and strive to lead individual and community growth through the development of more sustainable businesses within Aotearoa.

Current funding is provided through organisations such as:

- Ministry of Social Development and Te Puni Kōkiri
- WellingtonNZ (Wellingtons Regional Economic Development Agency)
- Auckland Unlimited (Auckland City Council)
- City Councils (Porirua, Whanganui, Tairāwhiti Gisborne, Upper Hutt are examples)

For more information on our values and the work of our organisation, please see our website:

[www.rebelbusinessschool.nz](http://www.rebelbusinessschool.nz)

### KEY RESPONSIBILITIES

Reporting to the Chief Executive (Chief Kiwi) the successful candidate will manage Special Projects for Rebel Business School Aotearoa. The role includes:

- Planning what work needs to be done, when and who's going to do it;
- Looking at the risks involved in a particular project and managing these risks;
- Making sure the work is done to the right standard;
- Motivating the team of people involved in the project;
- Co-ordinating work done by different people;
- Making sure the project is running on time and to budget;
- Dealing with changes to the project as and when necessary;

- Making sure the project delivers the expected outcomes and benefits;

## PERSON SPECIFICATION

### Required Skills/Abilities:

- Be effective at planning, monitoring and reviewing;
- Be able to manage resources;
- Be able to motivate and encourage others;
- Be decisive and able to work well under pressure;
- Be aware of who the project will affect and manage the effect it will have on them;
- command respect and trust;
- Be able to resolve conflicts;
- Be good at problem solving;
- Have an understanding of health and safety;
- Possess excellent communication skills both verbal and written;
- Be able to co-ordinate work carried out by different people and organisations;
- Be able to work as part of a team and on their own initiative;
- Have an understanding of Project Methodology;
- Be aware of and able to use online project management tools;
- Be able to control and monitor budgets;
- Possess good IT skills.

### It is also important for the successful applicant to:

- Be interested in seeing a project through from start to finish;
- Enjoy taking responsibility;
- Be motivated by making a difference;
- Be motivated by achieving set goals or targets;
- Commitment to and an understanding of the principles of the Te Tiriti O Waitangi (Treaty of Waitangi) and bi-culturalism; and to the multi-cultural richness that is Aotearoa; and a commitment to upholding these in your daily work,

### Education and Experience

- Project Management experience and qualifications are desired but not essential.
- Carried out supervisory or coordinating roles within organisations or small business to deliver business outcomes;
- A minimum of three years' experience preferred.

### WORKING STYLE SOUGHT:

- We're a high energy, friendly and passionate bunch. We work hard as we believe in the value of our contribution towards small business owners making a positive difference to individuals and communities across Aotearoa.
- You'll need to be a self-starter to fit in. You'll be able to work independently, as well as be a team player. You'll have an opportunity to input outside of your role in team meetings. Your skills and activity will be highly valued by the rest of the team.
- Rebel Business School Aotearoa Ltd has a small team, so in times of peak workload, we take a team approach to achieving goals, which can require flexibility and – within reason - stepping outside of the job description.
- As a team member, you will have the opportunity to be involved with the Rebel Business School and learn more about the business start-up culture; and to be alongside graduates (our Alumni) as they grow their businesses. The business skills and knowledge gained from this engagement provides a valuable addition for business skills and development.

The successful candidate will be asked to provide evidence of their right to live and work in New Zealand.

**BENEFITS:**

A unique opportunity to positively impact the lives and communities of Aotearoa through the development of small business. Work in a supportive environment with a team who are committed and passionate about what they do and the difference they make to New Zealand's diverse communities. You will have the flexibility to work from home as well as in the office. We are located in Johnsonville, Wellington.

## How to Apply

If this sounds like the right job for you then please email a current CV with a cover letter addressed to Tony Henderson-Newport, Chief Kiwi, Rebel Business School Aotearoa Ltd, [tonyhn@rebelbusinessschool.nz](mailto:tonyhn@rebelbusinessschool.nz), outlining your experience against the core competencies in the job description and tell us why you would want to work with Rebel Business School Aotearoa.

The closing date for this role is Sunday 21 August 2022. Initial interviews for successful candidates will occur week commencing 22 August 2022.