

POSITION DESCRIPTION

Te Ropu Wahine Maori Toko I te Ora | The Maori Womens Welfare League Inc



Title: Events Manager

Reports to: Kaiwhakahaere

Location: National Headquarters, Wellington

Te Ropu Wahine Māori Toko I te Ora | The Māori Women's Welfare League ("the League") is currently seeking an Events Manager to support our national operations.

The League has been at the forefront of advocating for Māori women and whānau for over 70 years with branches established throughout Aotearoa New Zealand. Its focus is on supporting Māori women and advocating for improvements in public service and policies affecting Māori communities. The League has become a vital force in shaping government policy and delivering practical support, such as community health initiatives, educational campaigns and family services.

Our vision	Hine Titama te pō, Hine Tīrama te ao, ake, ake, ake.	
Our mission	Puritia ki ō tātau ake kawa, ki ō tātau mātauranga me ōna tikanga ki te hāpai i te rangatiratanga ō tēnā wahine, o tēnā wahine; o tēnā whānau, o tēnā whānau.	
Direct Report	The Kaiwhakahaere, National Headquarters	
Key Relationships	Internal	<ul style="list-style-type: none">- Kaiwhakahaere- National President and National Vice President- National Executive Committee- Regional Executive Committees- Kaimahi/staff/contractors
	External	<ul style="list-style-type: none">- Sponsors and Funding Partners- Conference Venues and Vendors- Exhibition Partners eg Te Papa- Speakers and Facilitators- Government Agencies and local authorities

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Reporting to the Kaiwhakahaere the Events Manager will lead the planning, coordination and delivery of key national events in 2025 and 2026, including the annual conferences and the organisation's 75th Anniversary celebrations. This role requires a balance of logistical management, creative programming, sponsorship engagement and communications to ensure events are well attended and reflect the League's legacy.

Key Result area	Key Accountabilities
1. Annual Conference	<ul style="list-style-type: none">– Working with the National Executive, hosts of the annual conference, sub-committee, National Operations to ensure logistics, venue management, registrations is seamless.– Develop and coordinate the Conference book, annual report, conference material, transport of trophies and merchandise, coordinate lanyards for registration and banquet dinner from National Office to the Conference venue.– Ensure League values are reflected in all arrangement with members and guests who attend.– Provide monthly progress reports to the Kaiwhakahaere
2. Sponsorship	<ul style="list-style-type: none">– Develop and implement a sponsorship plan to secure financial and in-kind contributions for conferences and anniversary events.– Build and maintain relationships with sponsors, partners and supporters.– Deliver reporting and recognition commitments to sponsors.– Always reflects the values of the League in all exchanges.
3. Budget Management	<ul style="list-style-type: none">– Prepare, manage and monitor budgets for conference, anniversary events and merchandise to ensure events are delivered within financial parameters.– Provide regular financial reports to the Kaiwhakahaere and signal any variances with recommendations for corrective action.– Manage timely provision of operational engagement in internal and external audits and other r review processes.
4. 75th Anniversary 2026	<ul style="list-style-type: none">– Project manage the Te Papa exhibition in partnership with museum staff and curators.– Lead arrangements for the powhiri and related events, including travel and logistics for members attending in Wellington.– Oversee the development, production and sales strategy of 75th Anniversary merchandise.– Coordinate and promote regional anniversary events.

5. Communication & Promotions

- Optimise the League's website and social media channels to promote events, merchandise and sponsorship.
- Develop marketing materials, event collateral and online content.
- Ensure consistent and engaging communications across national and regional activities.

ESSENTIAL	<ul style="list-style-type: none">- Proven experience in event management, preferably in large-scale conferences, cultural events or exhibitions.- Strong project management skills with the ability to juggle multiple priorities and meet deadlines.- Experience in sponsorship acquisition and relationship management.- Excellent communications skills both written and verbal.- Experience and understanding organizing events for a Maori organization.- Budget management and reporting skills.- Friendly positive disposition, calm under pressure and high work ethic.- A working knowledge of operating under a Constitution. <p>Able to travel within Aotearoa when necessary to fulfil the requirements of the role</p> <p>Competent with Microsoft 365, Outlook, Teams, Zoom. Embraces technology to positively assist the League's work.</p> <ul style="list-style-type: none">- Self-reflective. Aware of own limitations and motivated towards own development. Comfortable to seek advice for sound decision making.
PREFERRED	<ul style="list-style-type: none">- League member- Knowledge of the workings of the League- Conversational Te Reo Māori- Familiarity with kawa and tikanga- General knowledge of Te Ao Māori and Māori politics.- Can articulate the significance of Te Tiriti o Waitangi to the wellbeing of wāhine Māori and whānau.
QUALIFICATIONS	<ul style="list-style-type: none">- A tertiary qualification in event management, communications, marketing, business or related field or equivalent experience.- Evidence of continued professional development in event management, sponsorship or marketing.- A clean and full current driver's license.