



TMBC Programme Manager

Tauranga Moana Biosecurity Capital (TMBC) - leading and taking collaborative action towards biosecurity excellence.

TMBC is a collaboration that has its roots in Biosecurity 2025 as a collective effort to build a biosecurity team of all New Zealanders – to shift how we, as New Zealanders, think about biosecurity, how it connects to our everyday lives, and how people can get involved.

TMBC brings together a “coalition of the willing” and is a broad collaboration between iwi, community groups, industry, businesses, agencies, educators, scientists and others striving to achieve biosecurity excellence.

TMBC builds on a foundation of passion, expertise and connection that already exists within the local biosecurity community, and on local passion for Tauranga Moana – our people, our culture, our local industries and jobs, our forests, our waterways, our moana.

TMBC was formally launched in October 2018 and details on the programme can be found on the [TMBC website](#).

Underpinning the success of TMBC is strong communications and engagement, including the delivery of key events and membership management.

Job Brief

We are looking for an enthusiastic can-do Tauranga based Event and Programme Manager to support and bring to life the TMBC programme. Working alongside the Communications Manager and the TMBC leadership team to demonstrate value to the membership and wider community.

You will have experience in event delivery, working across multiple stakeholders with a smart approach to stakeholder engagement and member support. Your enthusiasm, positive attitude and willingness to go the extra mile will help you gain the support of colleagues and external parties alike.

This role reports to the TMBC Leadership team.

The overall responsibilities for the role include:

- Develop and deliver the TMBC strategy and resulting programme of work.
- Review and develop an event programme that will build momentum and support for TMBC and engage our partners and the wider community.
- Canvas for and secure TMBC core funding including sponsorship monies for specific TMBC events;
- Coordinate and deliver key events including quarterly Partner Forums, training workshops, school programmes and the annual TMBC Biosecurity Excellence Symposium. From lining up

speakers, booking venues, catering, crafting invitations, managing registrations and setting up presentations.

- Support any personnel who are engaged to assist with the delivery of the Programme;
- Monitor health and safety, permit and consent conditions to support TMBC-led events
- Support membership management from updating databases to welcoming and on boarding new members.
- Manage the TMBC budget and invoices as agreed with the Leadership Team with support from the Bay of Plenty Regional Council.
- Administer the contact lists and engagements relating to the TMBC Response Network
- Work actively with the Communications Manager to ensure seamless communications and promotion of the programme through TMBCs various communication channels.
- Provide full administrative support for the TMBC Leadership team and subcommittees
- Grow and update the TMBC stakeholder database
- Support the Co-chairs with any external engagements

Key requirements include:

- Proven experience as an event coordinator, and/or event management or relevant position
- Great eye for detail and a positive, can do attitude
- Proven experience of CRM, database and budget management
- Strong communication skills.

Contract Term

The contract term is for an initial 12 months from 1 January 2022 to 31 December 2022 with the potential to extend into a more permanent role and is based on up to 24 hours a week at \$40 + GST per hour.

Interested in applying?

Please contact Brad Siebert: Brad.Siebert@NZAvocado.co.nz. Applications close on 17 December 2021.