

Role Description

Events Manager

Title	Events Manager
Location	Auckland, Hamilton, Wellington (preferred)
Reports to	Manager, Events
Direct Reports	Nil
Financial Delegation	Nil
Classification	Full time, permanent
Salary Band	Step 4 (\$62,500 - \$83,000)

Position Summary

The Events Manager is responsible for the end-to-end planning, coordination, and delivery of Pūhoro's regional and national events that support rangatahi Māori in their STEMM (science, technology, engineering, mathematics, and mātauranga Māori) journeys. This role requires strong organisational and relationship management skills, a high level of attention to detail, and a deep commitment to kaupapa Māori. The Events Manager will work closely with internal teams and external partners to ensure the successful delivery of all Pūhoro events.

Background

Pūhoro Charitable Trust was established to increase Māori participation and success in science, technology, engineering, mathematics, and mātauranga Māori (STEMM). We support rangatahi to thrive and lead in the STEMM sector through kaupapa Māori-based programmes, strategic partnerships, and a focus on cultural identity.

Our Vision

- Leading Māori STEMM success
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Our Purpose

- Growing a leading Māori STEMM community guided by their unique Māori worldview
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Our Values

- **Tauheretanga** - we build meaningful and purposeful relationships to support collective impact.
 - **Ūkaipōtanga** - we work to ensure Māori have a strong sense of belonging in STEMM.
 - **Māuitanga** - we encourage curiosity and innovation to create opportunities for social, cultural and economic impact.
 - **Ngākau Pono** - we act with sincerity and are guided by good practice in governance, management and all our relationships.
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Key Accountabilities

Programme Delivery

- Lead the successful planning and delivery of assigned Pūhoro events, ensuring alignment with organisational goals, and delivery within budget and timeline
- Develop, manage and maintain positive external stakeholder relationships, including venues, tertiary providers, presenters, iwi, and industry partners
- Lead all event-related communications with internal staff and external stakeholders
- Coordinate all travel and logistical arrangements for staff and participants attending events
- Provide guidance and training to volunteer and temporary event staff
- Ensure cultural protocols (e.g. pōwhiri, karakia, mihimihi) are appropriately incorporated into event programmes in collaboration with cultural advisors
- Create and maintain all event planning documents and risk management plans to a high professional standard

Programme Reporting

- Report on all events delivered, including post-event evaluations, key insights, and expenditure tracking
 - Collate, analyse, and report on feedback from participants, staff, and stakeholders to inform continuous improvement
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Collaboration

- Work closely with the Events team to coordinate and deliver a high-quality annual suite of events
- Liaise with internal teams and stakeholders to confirm event programmes and resourcing needs
- Collaborate with the Finance Manager to manage and reconcile event budgets
- Work with the Communications and Marketing Advisor to promote events and ensure brand alignment
- Collaborate with regional Kaihautū, the wider Pūhoro team, and volunteers to ensure seamless event execution

Health and Safety

- Develop and oversee event risk management plans in line with legislative and organisational requirements
- Work with venues and tertiary providers to ensure all health and safety policies are understood and adhered to
- Brief all staff and volunteers on relevant health and safety procedures
- Maintain incident registers and ensure timely reporting and resolution of any incidents

Other Requirements

- Willingness to travel regionally and nationally, with some flexibility for occasional evening or weekend work depending on event schedules
 - Full driver licence required, with the ability to travel independently for events where required
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Qualifications and Experience

Experience

- Minimum of three years' experience in event and/or project management
- Proven experience building and maintaining effective relationships with a diverse range of audiences, including rangatahi, whānau, iwi, industry partners, and other stakeholders
- Te reo Māori proficiency is highly valued and weighted positively, though not essential.

Qualifications

- A tertiary qualification in event management, project management, communications, or a related field is preferred, though not essential
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Capabilities and Attributes

Communication

- Excellent verbal and written communication skills, with the ability to communicate clearly and respectfully
 - Communicates in a timely manner to ensure others have the information they need to act or respond appropriately
 - Ability to actively listen and respond thoughtfully to needs and concerns
 - Able to create clear and concise documentation and messaging for diverse audiences
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Māori Development

- Strong commitment to Māori development and the Pūhoro kaupapa
- Demonstrated experience working with rangatahi Māori, whānau, iwi and/or Māori organisations or stakeholders
- Comfortable working in environments where te reo Māori and tikanga Māori are practised regularly

Technical Skills and Attributes

- Proficiency in using Microsoft Office and general office systems
- Strong organisational and time management skills with the ability to multitask and prioritise effectively
- Exceptional attention to detail and a proactive, solutions-focused mindset
- Able to work independently and under pressure to meet tight deadlines
- Flexible and adaptive with a positive, can-do attitude

Problem Solving

- Identifies potential risks and implements solutions to mitigate them
- Remains calm under pressure and adapts quickly to changing circumstances
- Uses initiative and creativity to address challenges and improve future practice

Collaboration

- Strong interpersonal skills with the ability to build effective working relationships with diverse teams
 - Respects and values diversity in team dynamics and perspectives
 - Encourages collaboration and brings people together to achieve shared outcomes
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Key Relationships

- Manahautū
 - Te Urunga Tū (primarily Regional Leads)
 - Te Urunga Pae
 - Finance Manager
 - Data Analyst
 - External stakeholders
 - Schools
 - Travel suppliers
 - Venue staff
 - Tertiary partners
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Pre-employment checks

Successful applicants will undergo a criminal record check as well as reference checks from previous employers.
