



Position Description: Interim Projects Coordinator

*Our vision is to equip churches to live and minister
in the power of the Holy Spirit.*

Section A – General Character Expectations

Along with being passionate about our vision and values, each New Wine staff member is expected to demonstrate the following competencies:

Lives in a way that honours the Lord Jesus Christ and keeps Him central:

- Has a simple, pure devotion to Christ – and continually desires to grow in faith and friendship with God while realising this is a life-long journey of obedience in one direction
- Understands that 'ministry' is partnering with God and thus flows out of a friendship with Him - as Jesus said, "apart from Me you can do nothing". (see John 15:1-8)

Acts with integrity:

- Acts with integrity, consistency and sound judgement
- Trusts and is trusted – understanding that trust is foundational to Christian ministry
- Operates transparently – a practical outworking of 'walking in the light' (see 1 John 1:7)
- Cultivates a humble attitude to their work and to others in the team

Is a team player:

- Is seen as a team player and can represent own interests while liaising well with other groups and individuals
- Can be candid with peers while encouraging positive collaboration
- Values and fosters a team dynamic through good communication and openness
- Seeks to preserve the unity of the Spirit in the bond of peace – i.e. keeping short accounts.

Has energy and diligence:

- Seeks to make a difference through their work
- Makes decisions and follows through (is faithful in small and big things)
- Is resilient, sets and achieves challenging goals
- Is wise about self-care – e.g. plans and implements regular times of rest and recreation

Section B – Role Specifics

This is a short-term role until September 30th 2026.

Purpose:

The Interim Projects Coordinator (IPC) role is an opportunity to re-align some of our systems as an organisation and to promote the work of New Wine NZ.

This person will enable New Wine NZ to flourish and to set it up for growth in the years to come.

Each of the projects below are not necessarily to be completed by the IPC personally, though they will be responsible for seeing them completed. This means a key part of their role will be working with others, some volunteers and some contracted, to complete these projects.

These projects will include:

Media and communication

- setting up new templates for our newsletters
- setting up templates for and scheduling a routine of social posts
- finding up-to-date and appealing photography and clips for our media use
- re-aligning our website and ensuring it is up-to-date
- reviewing the use of our app and if necessary re-aligning this to our use
- and if necessary considering new branding

Registrations

- reviewing our current means of registration
- streamlining any process to be light and easy for applicant and the NW Team

Festival Preparation

- alongside the Events Coordinator ensuring good systems are set up for
 - Team (including registrations / H&S / police check/ training)
 - H&S site (evac process etc...)
 - Admin team have all they need
 - Media team have clear guidelines and expectations

New Wine Network

- Alongside the National Leader setting up a resource available for churches to become committed to New Wine

Office Administration

- Upload our budget onto Xero for easier tracking and use
- There may be other office systems and rhythms we can streamline

The order and importance of the projects will be discussed with the National Leader and Events Coordinator, to ensure clear and appropriate guidelines and completion deadlines.

Location: Palmerston North Office TBC, plus work from home.

Days of work: Regular days, to be established with the National Leader, but must include attendance at the Friday morning staff team meeting.

Hours: 12 hours per week

though this is negotiable, depending on how much of each project will be coordinated or how much will be taken up by the IPC.

Remuneration: Based on experience but will be at least Living Wage (\$28.95/hr).

Responsible to: National Leader and Event Coordinator

Other Key Relationships:

- New Wine staff and volunteers and New Wine Board

Competencies Required:

- Willingness and ability to respect and work within a team
- Able to function effectively and independently and display initiative with tasks
- Able to effectively and calmly manage multiple tasks and workflows simultaneously
- Able to effectively organise and manage the above projects and activities
- Competent with digital skills including design and communications and work flow software
- Aware of ones own inadequacies and able to source resources to help fill these gaps
- Affinity with a broad range of ethnic and cultural contexts/backgrounds, along with (ideally) a good working knowledge of Te Tiriti o Waitangi (Treaty of Waitangi)