



## Project Support Coordinator Position Description

Post Number: W&P 002  
PD Created / Modified: August 2020  
Department/Group: Whanganui and Partners  
Responsible To: Strategic Lead Business  
Location: Innovation Quarter, St Hill Street, Whanganui

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### VISION AND VALUES:

Our vision is to grow Whanganui – vibrant, prosperous and rich with opportunities. To achieve this vision we focus on retaining, growing and attracting people and businesses to Whanganui.

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### PURPOSE OF POSITION:

- Document the key services available to start-up businesses within the Whanganui area.
- Develop a common start-up pathway within Whanganui.
- Develop W&P Business Start-up programme.
- Support the establishment of The Backhouse Trust.

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### FUNCTIONAL RELATIONSHIPS:

#### Internal:

- Whanganui & Partners team

#### External:

- Key business support and training stakeholders.
- Whanganui District Council staff and elected members

### Responsible for:

- Direct management of staff: Nil
- Indirect management of staff: Nil

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### KEY PERFORMANCE AREAS:

#### 1) Document the key services available to start-up businesses within the Whanganui area

Duties and Responsibilities	Expected Outcomes
<ul style="list-style-type: none"><li>• Map the key businesses and organisations that support start up business within the Whanganui area.</li><li>• Identify the key common pathways start-up businesses take during their start-up phase.</li></ul>	<ul style="list-style-type: none"><li>• Key start-up support businesses and organisations mapped into one document.</li></ul>

<ul style="list-style-type: none"> <li>Identify any gaps in the support being provided to start-up business in the Whanganui area.</li> </ul>	<ul style="list-style-type: none"> <li>3 – 5 common local start-up pathways identified</li> <li>Key gaps in the local start-up pathway identified</li> </ul>
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## 2) Develop a common start-up pathway within Whanganui

Duties and Responsibilities	Expected Outcomes
<ul style="list-style-type: none"> <li>Develop the key common pathways identified in Deliverable 1 into a straightforward roadmap for business start-ups.</li> <li>Meet with key business and organisations supporting start-up businesses in the Whanganui area and agree to the roadmap.</li> <li>Develop collateral for the start-up roadmap.</li> </ul>	<ul style="list-style-type: none"> <li>Whanganui start-up roadmap produced</li> <li>Key contributing support organisations and businesses agree to roadmap</li> <li>Shared collateral for key support organisations and businesses produced.</li> <li>Shared calendar established to coordinated delivery of events</li> </ul>

## 3) Develop W&P Business Start-up programme

Duties and Responsibilities	Expected Outcomes
<ul style="list-style-type: none"> <li>Develop the W&amp;P Business Start-up programme, including: <ul style="list-style-type: none"> <li>Initial inquiry</li> <li>Business start-up workshop</li> <li>Quarterly start-up support rounds</li> <li>Innovate Whanganui</li> </ul> </li> <li>Identify the key areas start-ups need training in.</li> </ul>	<ul style="list-style-type: none"> <li>Business start-up programme established and ready to be implemented.</li> <li>Business start-up workshop collateral developed.</li> </ul>

## 4) Support the establishment of The Backhouse Trust

Duties and Responsibilities	Expected Outcomes
<ul style="list-style-type: none"> <li>Work with trustees to define key priorities and deliverables for The Backhouse Trust.</li> <li>Establish key policies for the operation of The Backhouse Trust.</li> <li>Support the trust to recruit new trustees.</li> </ul>	<ul style="list-style-type: none"> <li>Develop a draft Strategic Plan for The Backhouse Trust.</li> <li>Develop a 12 month work plan for The Backhouse Trust.</li> <li>Develop key policies required for the operation of the Backhouse Trust.</li> </ul>

## VARIATIONS:

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

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**ACCEPTANCE OF POSITION DESCRIPTION:**

I have read the attached Position Description and agree that it represents the duties I will perform for the above position.

Contractor: \_\_\_\_\_ Dated: \_\_\_\_\_

Manager: \_\_\_\_\_ Dated: \_\_\_\_\_