

About

Burnett Foundation Aotearoa (formerly the New Zealand AIDS Foundation) has been at the forefront of HIV prevention for nearly 40 years. Our mission is to reach an Aotearoa with zero HIV transmissions, where everyone living with or affected by HIV can flourish. We are dedicated to preventing transmission, reducing stigma, and maximising the wellbeing of our priority communities, including rainbow and takatāpui populations.

The Role

We are seeking a strategic and relationship-driven Engagement Manager to help shape how Burnett Foundation Aotearoa connects, listens, and shows up across communities and partners.

This is a newly shaped role focused on moving the organisation from episodic engagement to sustained, trust-based relationships. You will lead the development of a cohesive and organisation-wide approach to stakeholder and community engagement, ensuring our engagement is intentional, mana-enhancing, culturally responsive, and aligned to our kaupapa.

Working closely with the Chief Organisation Enablement Officer and leaders across the organisation, you'll bring structure, insight, consistency, and strategic thinking to how we engage across Aotearoa.

Key Responsibilities

Stakeholder & Community Engagement

- Building and maintaining strong, trusted relationships across rainbow, takatāpui, HIV, migrant, and under-reached communities
- Strengthening partnerships with sector organisations, advocacy groups, government agencies, and strategic stakeholders
- Acting as a visible and trusted representative of Burnett Foundation Aotearoa across communities and networks

Strategy & Organisational Alignment

- Leading the development and implementation of stakeholder engagement strategies and frameworks
- Identifying engagement risks, gaps, and opportunities across the organisation
- Ensuring community voice and lived experience meaningfully inform organisational decision-making
- Supporting engagement approaches that align with organisational strategy, advocacy priorities, and Rautaki Māori

Engagement Systems & Practice

- Embedding practical and sustainable engagement processes and tools across the organisation
- Establishing clear feedback loops and mechanisms for community input and accountability
- Supporting the development of advisory or reference group structures

Insight, Reporting & Capability Building

- Translating community insights into strategic recommendations and action
- Providing engagement reporting, analysis, and advice to senior leaders

- Helping strengthen internal capability and confidence in stakeholder engagement practices

Who You Are

You're someone who understands that strong engagement is built on trust, consistency, listening, and follow-through.

You'll bring:

- Proven experience in stakeholder and community engagement, ideally within the public, community, health, or not-for-profit sectors
- Exceptional relationship-building skills across diverse communities and stakeholders
- Experience developing engagement strategies, frameworks, or systems
- Strong communication, facilitation, and influencing skills
- The ability to move between strategy and hands-on delivery with ease
- High levels of initiative, adaptability, and emotional intelligence

You may also bring:

- Knowledge of HIV, sexual health, or rainbow community issues in Aotearoa
- Experience working alongside takatāpui, Māori, migrant, or other priority communities
- An ability to engage, understand and speak Te Reo Maori – intermediate/advanced level would be desired
- Lived experience within one or more of the communities we serve

What Matters to Us

At Burnett Foundation Aotearoa, we value people who:

- Lead with compassion, respect, and integrity
- Understand the importance of inclusive and culturally responsive engagement
- Are willing to engage with Te Ao Māori, tikanga Māori, and te reo Māori
- Believe in community-led approaches and equitable outcomes

We welcome applicants from diverse backgrounds and strongly encourage applications from people connected to the communities we serve.

Why Join Us?

This is an opportunity to help shape the future of engagement and connection within one of Aotearoa's most respected community organisations. You'll join a passionate and values-driven team committed to making a meaningful impact for rainbow and takatāpui communities across the motu.

Applications

Please submit your CV and cover letter outlining your interest and experience.

Applications will be reviewed as they are received. We are actively recruiting for this role so please submit a CV and covering letter as soon as possible. For any queries, contact Mary Haddock-Staniland – mhs@burnettfoundation.org.nz