

Publications and Communications Writer

A bit about us:

Cars are our thing. We're an independent not-for-profit organisation with co-regulatory responsibilities, tasked by the NZ Government to ensure that modifications made to road-going vehicles are carried out in a safe and compliant manner. Carefully balancing our automotive passion with our responsibilities to the Government ensures that New Zealand's car enthusiasts and the modification industry can continue to enjoy their much-loved traditional freedoms.

Our functions and our position are equally diverse; - we're both a co-regulator and an advocate, and we're aligned both with the NZ Government and the motor vehicle modification sector.

We have a staff of 11, and work from a comfortable office space, with a showroom, meeting room, and workshop. It's a great place to work; - half of our team have been with us for more than 10 years, we're practically-oriented and have a get-on-with-it approach, and as a result we collectively punch way above our weight.

What we're looking for in general terms:

We're looking for someone with a strong writing background gained through journalism or communications experience, who has a high level of diversity within their accumulated skill-set. We're a small organisation so we need someone with a wide cross-section of written language and communication skills who can cover all of the comm's-related bases, but with particular strength in the area of desktop publishing; - including writing, wordsmithing, and formatting. We want someone who can develop documents (such as newsletters, procedures, explanatory papers) starting from relevant conceptual ideas, which incorporate well-arranged and well-structured content, through to the completion of a high-quality proofed and edited document. You won't be able to rely on others within the communications team to help, because you will *be* the communications team!

A relevant formal qualification would be great, but we're much more interested in competence and experience. While not critical, some automotive knowledge would be a very helpful string to your bow - and an interest in modified vehicles would cause you to be approaching perfection.

We're a small close-knit team, so a natural ability to get on well with your workmates is essential.

Additional skills we'd love:

In addition to being a great desk-top publisher, we'd also highly value the following competencies:

- website development and maintenance;
- social media communication;
- reporting (pictorial);
- stakeholder relationship management;
- graphic design;
- media communication;
- political savvy.

Don't be put off if you don't have all or any of these additional skills – this is a 'wish-list' after all.

If, in addition to having the desk-top publishing skills and some of those more specific additional skills we're looking for, and you also have technical writing skills, then we really want to hear from you.

Benefits this role provides:

There's a number of appealing aspects to this role:

- we'll pay according to competence and commitment;
- we're based in Elsdon, Porirua (so you don't have to fight the CBD traffic);
- there's plenty of free parking on site;
- the hours could be set to fit your needs (full-time; part-time; inside school hours);
- it's a friendly and casual environment (we don't wear ties or power-suits, and we like a laugh now and then);
- and if you love cars, this is the perfect position!

The position is only available to New Zealand residents with excellent oral and written English.

Please email your expression of interest and CV to admin@lvta.org.nz by 30th September 2020.