

Position description:

Site & Community Engagement Coordinator

Reporting to:

Head of Support & Stakeholder Engagement

Date:

June 2026

Location:

Various

The role

This role provides coordinated, on-the-ground support across Meridian's Generation sites and the communities surrounding them, enabling effective delivery of site operations, stakeholder engagement and community activity. It is the consistent local point of contact that keeps day-to-day site and community work running smoothly.

Working closely with Site Owners, and alongside the Iwi & Community Relationships Manager and the Land & Farming Relationships Manager, the Site & Community Engagement Coordinator plans and delivers site visits, events and community activity, responds to requests from internal and external stakeholders, and supports local delivery of community programmes such as Power Up.

The role will support Meridian's strong safety culture by ensuring inductions and key competencies are completed and up to date.

To meet the demands of engagement activities, and due to the geographical spread of our assets there is some travel required and limited afterhours and weekend work.

Role accountabilities

- Provide coordination and planning support across Generation sites to ensure activities are well organised and delivered.
- Manage site-related requests from internal and external stakeholders, ensuring timely and practical responses.
- Work alongside Site Owners to support site operations, asset activity and local initiatives.
- Coordinate and deliver community engagement activities, including events, site visits and local initiatives.
- Support delivery of community programmes, including Power Up, at a local level in partnership with the Iwi and Community Relationships Manager.
- Effectively prioritise workloads across multiple sites, balancing operational, community and administrative demands.
- Support administration and coordination of community fund processes, including meetings, records and outcomes.
- Manage and maintain systems and information e.g OnLocation, SmartyGrants, Gallagher, Oracle



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Personal attributes

- Contributes to a positive, productive and professional culture
- Constructive and collaborative working style
- Approachable and friendly
- Attention to detail

Knowledge, experience and skills

- Strong coordination and delivery focus, highly organised with attention to detail and follow through.
- Ability to plan and execute engagement activities, events and site interactions effectively.
- Excellent time management, able to meet demands where there are competing priorities.
- Strong interpersonal skills - able to build positive connections with stakeholders and internal teams.
- System savvy – quick to learn new systems and confident using Microsoft 365.
- Adaptable and comfortable in dynamic, operational environments.
- Cultural competency – respectful engagement and familiarity with Te Ao Māori and tikanga, or a genuine willingness to develop it
- Relevant event management/coordination experience.
- Full driver's license.

Our purpose

Clean energy for a fairer and healthier world.

What we value

Customers, Safety, Sustainability, People.

Our behaviours: 'How to Be'

Be gutsy, Be a good human, Be in the waka.



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