

# TE ARA RANGATAHI CHARITABLE TRUST

## JOB DESCRIPTION

### JOB TITLE

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Kura Gains Coordinator

### PURPOSE

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- The aim of this role is to increase the number of Rangatahi engaged in education and to provide pastoral care to those rangatahi.
- The Kura Gains Coordinator will implement a number of education initiatives to support rangatahi into education.
- Key responsibilities include programme and event coordination, youth engagement and relationship management, effective strategic relationship building and networking. The coordinator will be confident running small events, managing groups and be passionate about supporting rangatahi to succeed.

### SPECIFIC DUTIES & RESPONSIBILITIES

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Planning Delivery of Education Initiative:

- Work with the timeline and delivery of education initiatives in collaboration with Te Ara Rangatahi (TARhi) leadership.
- Create a detailed work plan which identifies and sequences the activities needed to successfully establish and drive the project.
- Build strong relationships with community networks to ensure the success of the project.
- Determine the resources (time, money, equipment, etc) required to complete the project in collaboration with TARhi leadership.
- Review the project schedule with Te Ara Rangatahi leadership and all other staff or key whanau that will be affected by the project activities; revise the schedule as required.

Develop the Project Plan:

- Identify and build relationships with rangatahi groups locally and regionally (e.g Waiuku College) who will benefit from education projects.
- Develop material needed to ensure the success of the project.
- Develop an evaluation method in collaboration with TARhi leadership
- Develop promotional material for both young people and stakeholders to inform people of the events and support available.
- Develop a promotion plan to ensure events are known well before the event's date.

Managing Implementation:

- Lead in all areas of event facilitation of multiple events including but not limited to; organising transport, run sheets, catering, venue, resources, youth attendance, evaluation etc.
- Effectively manage key stakeholders including education providers, corporate companies, volunteers, youth and other key networks.
- Ensure financial spend and resource allocation is well managed in collaboration with TARhi leadership.

Effective Communications / Relationship Management:

- Build and maintain clear communications and reporting with TARhi leadership.
- Build relationships with regional education providers, career support and other youth service providers.
- Expand networks with employers, decision-makers and businesses.
- Stay updated with local and regional cadetships, apprenticeships, internships and all entry-level positions for youth.
- Promote Ngati Te Ata, Tahuna Marae and Te Ara Rangatahi services to local education, local rangatahi and youth service providers.

- Collaborate with Te Ara Rangatahi to increase the number of youth engaged in Te Ara Rangatahi projects.
- Support Rangatahi to engage in Te Ara Rangatahi projects.

Attendance of Professional development ie First Aid course is required at the discretion of the General Manager

The Kura Gains Coordinator is required to engage with 100 Rangatahi per year

## **GENERAL DUTIES & RESPONSIBILITIES**

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- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

## **SKILLS, EXPERIENCE & EDUCATION**

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- Tertiary level qualification.
- A minimum of 1 years' experience working with young people (paid or voluntary).
- A knowledge of the Franklin community, including strong networks with local youth and whānau service providers and Ngati Te Ata kaumatua and wider whanau.
- Strong event management skills.
- Confidence in coordinating young people and speaking to groups.
- Confidence building and maintaining relationships with education providers and corporate organisations.
- Able to cope with ever-changing Marae environments.
- A sound knowledge of youth development theories and practices
- A commitment to Te Tiriti o Waitangi.
- Good communication skills, oral and written and administration skills.
- Intermediate IT literacy including Microsoft Word, Outlook and Excel.
- Able to work independently and as part of a team.
- Commitment to on-going self-development.
- Understanding of basic Te Reo Maori.
- NZ Resident or valid work visa.
- Full Clean NZ License and reliable vehicle/transport to get to work
- Free of illegal substances (a drug test may be required) and criminal convictions.