“Ma tatou ano a tatou tikanga e arataki” – “Only we ourselves can make things happen”

The aim of this role is to mentor rangatahi as directed by TARHI to unleash their hidden potential, to motivate, inspire, increase confidence and rangatahi leadership so rangatahi can undertake education, employment and passion pathways.

The Mentor will work regularly alongside rangatahi to co-design and evaluate this programme ensuring that it is fresh, effective, adaptable and relevant to our rangatahi.

Key responsibilities include event coordination, programme design, youth engagement and relationship management. The programme coordinator will be confident running programmes, managing groups and be passionate about supporting rangatahi to succeed.

As a Marae based whanau/Iwi role, the mentor must have the knowledge and strong connection to Ngati Te Ata (or willingness to learn), be flexible and able to adapt to changing Marae environments. The mentor will also understand and be willing to assist in Marae and community projects outside of the scope of their role that are beneficial to Ngati Te Ata, Tahuna Pa and the wider community.

REPORTING

The Mentor will submit weekly progress reports, including pictures and evidence of hours engaged.

The Mentor will report directly to the General Manager.

INTERNAL RELATIONSHIPS

- Whare Oranga clinical staff
- Whare Oranga non-clinical staff
- Te Ara Rangatahi youth
- Te Ara Rangatahi staff
- Te Kahui Iti Nei o Te Koopu staff
- Hau Kainga whanau
- Wider whanau, hapu, Iwi
- Marae volunteers

EXTERNAL RELATIONSHIPS

- Oranga Tamariki
- Waiuku College
- Community, Iwi and political leaders
- Other youth organisations
- Other South Auckland Marae
- Corporates sponsors and donors
- Franklin schools
- Key project stakeholders (community agencies/NGOs)
## Key Responsibilities

### Plan the delivery of Exposure initiatives

1. Plan the event timeline and delivery of exposure initiatives guided by youth and in collaboration with Te Ara Rangatahi (TARHI) leadership.
2. Create a detailed work plan which identifies and sequences the activities needed to successfully establish and drive the project.
3. Build strong relationships with community networks to ensure the success of the project.
4. Determine the resources (time, money, equipment, etc) required to complete the project in collaboration with TARHI leadership.
5. 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

1. Identify and build relationships with rangatahi groups locally, regionally and nationally who will contribute to the project outcomes.
2. Develop material needed to ensure the success of the project.
3. Develop an evaluation method in collaboration with TARHI leadership.
4. Develop promotional material for both young people and stakeholders to inform people of the events and support available.
5. Develop a promotion plan to ensure events are known well before the event's date.

### Manage the Implementation

1. Lead in all areas of event facilitation including but not limited to; organising transport, program design, catering, venue, resources, youth attendance, evaluation etc.
2. Effectively manage key stakeholders including education providers, corporate companies, volunteers, youth and other key networks.
3. Ensure financial spend and resource allocation is well managed in collaboration with TARHI leadership.

### Provide effective communications and relationship management

1. Build and maintain clear communications and reporting with TARHI leadership as determined by TARHI leadership.
2. Expand networks with employers, decision-makers and businesses.
3. Stay updated with local, regional and national youth opportunities.
4. Promote Tarhi services to the Franklin and wider South Auckland communities.
5. Support Rangatahi to engage in Te Ara Rangatahi projects.
**Key Person Specifications**

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<tr>
<th>Requirement</th>
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<th>Preferred/Essential</th>
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<tbody>
<tr>
<td>Tertiary level qualification</td>
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<td>A minimum of one year’s experience working with young people (paid or voluntary)</td>
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<tr>
<td>Knowledge of the Franklin and wider South Auckland communities, including strong networks with local youth and whānau service providers and Ngati Te Ata kaumatua and wider whanau</td>
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<td>Essential</td>
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<td>Strong event management skills</td>
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<td>Confidence coordinating young people and speaking to groups</td>
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<td>Confidence building and maintaining relationships with education providers and corporate organisations</td>
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<td>Able to cope with ever-changing Marae environments</td>
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<td>Sound knowledge of youth development theories and practices</td>
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<td>A commitment to Te Tiriti o Waitangi</td>
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<td>Good communication skills, oral and written</td>
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<td>Intermediate IT literacy including Microsoft Word, Outlook and Excel</td>
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<td>Able to work independently and as part of a team</td>
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<td>Commitment to on-going self-development</td>
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<td>Understanding of basic Te Reo Maori</td>
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<td>NZ Resident or valid work visa</td>
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<tr>
<td>Full Clean NZ License and reliable vehicle/transport to get to work</td>
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<td>Essential</td>
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<tr>
<td>Free of illegal substances (a drug test may be required) and criminal convictions</td>
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<td>Essential</td>
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**Terms of Contract**

The position will be a fixed-term service contract (six months) with the possibility of extension (funding and performance dependent). Some evening and weekend work will be required as well as overnight stays for any afore planned and approved trips.

**Location**

This is a contract role and the contractor will be located out of office as per programme plan.
WHO IS A MENTOR?

A TARHI mentor is an experienced and thoughtful leader who is committed to investing one’s time to assist in the growth and development of rangatahi. The mentor is willing to share their knowledge, experience, and wisdom and act as a guide and role model.

A TARHI mentor supports and encourages the personal, educational and professional development of the mentee and provides active guidance to help them set and achieve their goals. The mentor offers a fresh perspective and an independent point of view, while guiding a process that fosters the growth and educational development of the mentee.

A TARHI mentor helps to ensure that the rangatahi develops important academic and life skills, is exposed to new opportunities and a wide array of resources, makes positive life choices, stays engaged with the programme and graduates with clear goals, resilience and determination to succeed.

WHAT DOES A MENTOR DO?

A TARHI mentor will have the opportunity to guide the development of rangatahi referred to us by Oranga Tamariki.

Acknowledging that each mentoring relationship is unique, the mentor will:

- Help build rapport each time he or she meets with a mentee
- Ask open-ended “how” and “what” questions with a mentee
- Challenge and/or encourage a mentee depending on what the situation requires
- Offer opportunities to problem solve and exchange ideas
- Provide feedback that is honest, open and positive
- Take a genuine interest in helping the mentee succeed
- Present opportunities to the mentee may not have recognized on his/her own
- Provide suggestions to the best of one’s knowledge that help the mentee reach their goals

EVERY MENTOR MUST:

- Submit a weekly report to TARHI General manager on Rangatahi activities, progress, concerns etc.
- Attend on-going training when needed or requested to do so by the General Manager
- Complete evaluation surveys as requested by the General Manager
- Recognize role as a Health and Safety delegate and report any problematic issues, risks and incidents
- Be patient and understand the mentoring relationship is a process that takes work and time
- Complete a blanket consent Health & Safety permission slip to be signed by the rangatahi caregiver

EXPECTATIONS OF MENTORS
● A commitment to the importance of the mentoring relationship and a willingness to treat it as a priority
● Be able to commit to spending at least six months in a relationship with a rangatahi (contract dependent)
● A minimum investment of one meeting per week, per rangatahi/ Spend at least four hours a week engaged in a mutually agreed-upon activity with their rangatahi
● Communicate with their rangatahi three times weekly—by telephone or email—to keep in touch about what is going on in their lives
● A commitment to monthly supervision interactions with management
● Maintaining confidentiality and terms outlined in the mentorship agreement
● Willingness to participate in any evaluations of the mentorship programme
● Willingness to participate in any TARHI programmes the rangatahi may be engaged in
● An understanding that the mentorship relationship is not a tutoring service, however if the mentee needs support with practical work, the mentor can help the mentee find a tutor
● Will contact TARHI management if the match is not appropriate or if the mentor is unable to reach the mentee
● Honour, all commitments made to the rangatahi and to TARHI management
● Be respectful of rangatahi time, opinions, and decision-making
● Serve as a positive role model by modeling desirable behaviors—e.g. patience, tolerance, and reflective listening
● Be comfortable and able to establish appropriate boundaries with the rangatahi and their whānau
● Be encouraging and supportive of the rangatahi
● Help the rangatahi to develop a PATH plan