

ACE COORDINATOR – TAIRĀWHITI

Function:	Adult Community Education
Reports to:	Head of School Primary Industries and Viticulture and Wine Science
Location:	Tairāwhiti, including Gisborne, Ruatoria and Wairoa districts
Arrangement:	Permanent Full-time
Date:	September 2026

Pūtake | Purpose

Coordinate and deliver the Services and Outcomes for delivery of ACE (Adult Community Education) short courses in Tairāwhiti region.

Ngā Whanaungatanga | Working Relationships

Internal:	RLC Coordinators, Heads of School, Student Support Team, Marketing and Events team, Programme Coordinators, Registry team, Programme Leaders, School Staff, other EIT Managers and Internal EIT Staff.
External:	Community groups, Iwi, Stakeholders

Mana Whakahaere | Resource Delegations

Financial:	While no official delegated authority this role has significant responsibility for monitoring finances and seeking approval for significant number of purchase orders.
People:	N/A

Kawenga Mahi | Accountabilities

Responsible for coordinating the teaching and learning in the programmes (ACE):

- Identify opportunities and community needs that could be met by ACE delivery in Tairāwhiti region
- Identify local facilitators who have capability and capacity to deliver ACE programmes according to agreed plan
- Coordinate, plan, prepare and organise classes, including resources, facilities, marketing, and training venues.
- Coordinate staffing requirements and arrange ACE facilitator contracts according to employment requirements.
- Monitor and report expenditure usage of the programme budget to remain within agreed targets
- Monitor attendance registers and programme registers for accurate monitoring of achievement compared to budget
- Set course fees in consultation with relevant ACE stakeholders and staff

Facilitate teaching practices and methods in accordance with policies and procedures of EIT:

- Obtain Student feedback on teaching effectiveness and course relevance via Course/Tutor evaluation of methods used, pace and delivery of instruction
- Refer to other personnel, agencies or organisations to promptly and effectively resolve course related problems or student complaints

Programme Promotion (ACE/STAR):

- Identify marketing needs and provide relevant information for programme production and marketing
- Maintain and enhance programme profile through fostering relationships and liaison with relevant internal and external networks
- Mentor tutors where appropriate

Utilise corporate administrative systems effectively and maintain records to high levels of accuracy within specified timeframes:

- Liaise with Student Registry to support student enrolment
- Maintain accurate Attendance and Academic records for each student
- Ensure corporate systems are utilised - room bookings, vehicle bookings etc
- Contribute to wider EIT Tairāwhiti activities as agreed in workload plan

General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

Qualifications and Experience:

- Interconnectedness is of highest priority

Cultural Competence:

- Understanding of cultural safety principles and commitment to creating a culturally safe working and learning environment.
- Commitment to achieving parity in student success.
- Appreciation of te reo me ōna tikanga Māori.

Interpersonal Skills:

- Ability to inspire and lead colleagues.
- Strong communication, planning, organizational, and objective-achievement skills.
- Excellent relational skills with staff and participants at all levels.
- Networking ability with public, private, voluntary, employer networks and other related agencies.

Professional Attributes:

- High level of ethical integrity
- Honest and reliable
- Displays common sense and initiative
- Respect and empathy for others
- Enthusiastic about working with Community
- Motivated, and able to inspire and empower by others
- Well organised and decisive
- Excellent written and oral communication skills
- Able to take some individual responsibility and to work as part of a team
- Commitment to ongoing learning and development
- Maintains confidentiality and engages in professional dialogue

Ngā Uara o Te Aho a Māui | Values of EIT**Herea te momoho | Inspire success:**

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

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