

**Job Description**

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| **Job Title** | People Coordinator |
| **Reports to** | People Partner - Generalist - Kaitaunaki Hāpai Ō |
| **Service** | People Team |
| **Direct Reports** | Nil |
| **Location** | 140 Hobson Street, HomeGround |
|  | Fixed Term Contract – six months |

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| **Te Tāpui Atawhai – Auckland City Mission**  **Background - Ko wai mātou** |
| Te Tāpui Atawhai – Auckland City Mission supports Aucklanders in greatest need. Our services have evolved as the city’s social needs have. We respond with care and compassion while advocating for a reality where there are enough suitable homes, enough access to nutritious food, and accessible health care for all.  Since our doors opened more than 104 years ago, this has been our ‘why’. We offer support for however long and in whatever way needed – for some people that’s simply accessing one of our many services, for others that’s a complex journey with our full support.  The Mission, known as Te Tāpui Atawhai since July 2021, sees its Māori name as symbolising a commitment to understanding and addressing the impact of colonisation and contributing to the nation's healing process and acknowledging that existing economic, health, and social inequities for Māori are caused by breaches of Te Tiriti which are on-going.  Te Tāpui Atawhai is committed to upholding Te Tiriti o Waitangi, doing so is core to achieving our organisational mission and vision. Underpinning our work and foundational to our mission, vision and values as a Tangata Tiriti organisation. This commitment is demonstrated in everything we do as an organisation, and we are committed to fostering a diverse and inclusive workplace where staff feel valued and respected. |

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| **People - Te Rōpū Hāpai Ō & Āheitanga** |
| The People team exists to attract, develop, and retain a diverse, talented workforce that drives the organisation’s mission and goals. We aim to create a positive, inclusive work environment where employees feel valued, supported, and empowered to grow.  Through strategic recruitment, comprehensive onboarding, learning and development programs, employee relations support, and health & safety, we enhance employee engagement and well-being.  By fostering a culture of respect, collaboration, and continuous improvement, the People team contributes to the organisation’s success and helps build a resilient, motivated team dedicated to making a meaningful impact. |

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| **Position Purpose - Te Kaupapa o Te Tūranga** |
| The People Coordinator plays a key role in supporting the People Team by assisting with day-to-day HR tasks, coordinating HR processes, and ensuring the smooth operation of HR functions. This position provides administrative support across various HR functions including recruitment, onboarding, employee records management via Bamboo, employee relations, and coordination of the volunteer management system, Better Impact. |

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| **Key Responsibilities – Ngā Kawenga Matua** |
| **Recruitment:** Coordinate the reference check process, schedule interviews, assist with posting adverts and maintaining Qjumpers, and coordinating candidate communications.  **Students**: Assist with placement coordination & set up of interviews and progress meetings, maintain tracker.  **Employee Relations**: Support the HR team in addressing employee concerns, resolving conflicts, and ensuring a positive and productive work environment. Assist in conducting investigations and disciplinary cases in accordance with the Missions Code of Conduct and policies.  **Learning and Development Administration and Reporting:** Coordinate the organisations learning platform “Mission Learn”, providing technical assistance to employees and the Super User Group for report access. Ensure new employees are registered for mandatory trainings.  **Volunteer Coordination**: Coordinate the Better Impact volunteer system, including updating volunteer information, tracking volunteer hours, and supporting volunteer engagement and communication. Provide assistance to volunteers and staff in navigating the system.  **Policy Guidance**: Support understanding and adherence to company policies and procedures, assisting employees with any policy-related questions or concerns.  **HR Data**: Update and maintain our HR database ‘Bamboo’ and assist with HR reporting as required.  **Employee Records:**  Assist with the maintenance accurate and up-to-date employee records, ensuring compliance with Mission policies and legal regulations.  **Onboarding**: Assist with the new hire onboarding processes, including preparing orientation materials, coordinating with other departments, and ensuring all necessary paperwork is completed.  **Administrative Support**: Assist with general administrative duties such as responding to employee requests, variations, contracts, scheduling meetings, and supporting HR-related projects as needed. |

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| **Qualifications, Experience, Knowledge and Skill Requirements**  **Ngā Whēako – Ngā Tohu Mātauranga** | |
| The skills, experience and knowledge outlined below may be obtained from a number of different experiences. For example, from paid work, voluntary work, work undertaken within your Church, Marae, or from specific iwi/whānau responsibilities. The list below outlines transferable skills, knowledge and experience we are seeking for this role.  If qualifications are required for the role, they are also outlined below. If no qualifications or preferred qualifications are outlined, we will consider equivalent experience for the role. | |
| Essential - Ngā Pūkenga Nui | Role-specific - Tūranga Motuhake |
| * Excellent organisational, administrative skills & the ability to manage a variety of tasks. * Evidence of inter-personal and communication (written and oral) skills. * Reputation for driving excellence and for   dependability to achieve goals successfully.   * Excellent relationship building, collaboration and partnering skills, with aptitude for getting things done through both formal and informal channels. * Reputation for personal integrity and reliability. * Commitment to the Auckland City Mission   brand and culture.   * Commitment to embodying the principles of the Treaty of Waitangi in organisational practice. * An appreciation of the multi-cultural nature of both New Zealand and the Mission’s staff, volunteers and clients. * Willingness to advocate for (social Justice),   improved social conditions and a fair sharing of the community’s resources. | * Bachelor’s degree in human resources * 1 year of experience in an HR or administrative role * Empathy and understanding of   homelessness, mental health and addiction.   * Ability to deal with information in a confidential manner and respond with care and sensitivity. * Proficiency with HRIS systems (Bamboo), volunteer management systems (Better Impact), recruitment ATS (Q-Jumpers) and Microsoft Office (Word, Excel, PowerPoint). |
| **Why join us?** – Haere mai | |
| **Cultural Respect:** Be part of an organisation that values and integrates te ao Māori into its core values and operations.  **Career Growth:** Access to professional development and internal career progression opportunities.  **Supportive Environment:** Engage with a diverse network of colleagues and participate in culturally enriching events and activities.  **OUR MISSION - Tō Mātou Kaupapa**.  We provide immediate relief and pathways to long-term wellbeing for people in greatest need, through connection and access to kai, kāinga and hauora.  **OUR VISION - Tō Mātou Kitea**  Tāmaki Makaurau where everyone can thrive.  **OUR IMPACT STATEMENTS**   * Homelessness is brief, rare and non-recurring with affordable and healthy homes a reality for every person in Tāmaki Makaurau. * Everyone has access to enough good kai to sustain them and their whānau needs.   Health care is accessible for all, including people living with the effects of trauma, mental unwellness and substance abuse. | |