

# Event Support

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## Kaupapa | Purpose

The Event Support role enhances Toi Ohomai engagement by supporting and promoting institute events and initiatives. The position helps deliver high-quality on- and off-campus activities while positively representing Toi Ohomai to the community.

**Reports to:** Events and Engagement Manager

**Team:** Strategy, Planning and Planning

**Date:** February 2026

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## Ngā mahi | Do

- Support the setup, pack-down, and smooth delivery of events and promotional activities.
- Positively represent and promote Toi Ohomai to prospective and current ākonga.
- Engage with event attendees, answer general queries, and provide information about study options.
- Assist kaimahi with events such as orientations, careers expos, open days, graduations, and community activations.
- Ensure event areas, equipment, and promotional materials are organised and presented to a high standard.
- Contribute to creating a welcoming, inclusive, and ākonga-focused event environment.
- Carry out any reasonable and lawful duties delegated by a manager or authorised kaimahi.

**Demonstrate commitment to:**

**Ākonga at the center** through ensuring positive outcomes for ākonga in all aspects of their learning journey.

**Te Tiriti o Waitangi and Māori Success** by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

**Equity** by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

**Vocational Education Excellence** through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

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## Pūkenga | Have

- Strong communication and interpersonal skills.
- Reliable, self-motivated, and able to work proactively.
- Demonstrated diligence and commitment to completing tasks.
- Energetic, enthusiastic, and keen to support Toi Ohomai events.
- Experience working with a diverse range of people (advantageous).
- NCEA Level 2 or equivalent (preferred).
- Full New Zealand Driver Licence; manual experience beneficial.

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## Waiaro | Be

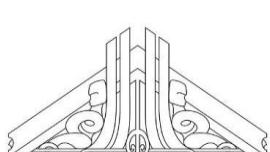
**At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.**

**Ako:** Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

**Authentic and Inclusive:** Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

**Connected:** Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

**Innovative and impactful:** Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status



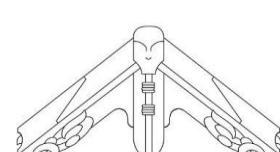
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

**Engaged:** Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

**Self-aware:** Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

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## **Ngā Hononga Mahi | Working relationships**

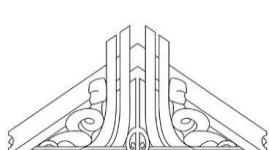
**Internal:** Marketing and Communications team, Ākonga, Class representatives and Ākonga Pulse

**External:** Prospective ākonga, members of the public

**Resource delegations and responsibilities:**

**Financial:** N/A

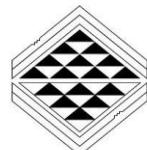
**People:** N/A



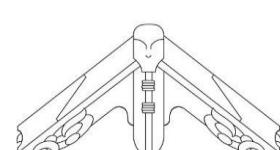
WHANAUNGATANGA



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