



Position Description

Form or Template HG184

YOUTH PATHWAYS COORDINATOR

Function:	Student Support Services
Reports to:	Student Support Services Manager
Location:	Taradale
Arrangement:	Full-time Permanent
Date:	May 2026

Pūtake | Purpose

The Youth Pathways Coordinator is responsible for coordination, planning, administration and reporting related to Youth Guarantee programme provision and initiatives across EIT campuses in Hawkes Bay and Tairāwhiti. The role provides support appropriate to individual learner circumstances and abilities—improving their confidence, competence, and independence; enhancing their learning experience; and supporting retention and achievement. The role also fosters a holistic and multi-disciplinary approach to EIT’s young learners, and contributes to capability building through support for other staff working with these learners.

Ngā Whanaungatanga | Working Relationships

Internal:	Student Support Services team members, Library and Learning Services team members, Academic staff, and Heads of School across Hawkes Bay and Tairāwhiti; Executive Directors (Māori; Portfolio & Performance; Student & Academic Services; Tairāwhiti)
External:	Secondary school staff, Students, Caregivers, Ministry of Education, Tertiary Education Commission, External stakeholders and providers

Mana Whakahaere | Resource Delegations

Financial:	n/a
People:	n/a

Kawenga Mahi | Accountabilities

Youth Guarantee Coordination

- Coordinate TEC aligned programme delivery by working with Heads of School and Managers to establish an appropriate mix of provision that meets funding, compliance, and ākongā needs.
- Coordinate the activities of Student Success Navigators, allocating programme areas and tasks.
- Coordinate enrolments, programme information, results, and destination data.
- Ensure informed decision-making and early intervention by monitoring

programme activity, identifying emerging issues, and providing timely reporting to relevant stakeholders.

- Develop and maintain partnerships with external agencies and providers to inform EIT practice with and delivery for young learners.
- Prepare reports for TEC as a funding agency.
- Plan, promote, coordinate, deliver and evaluate for continuous improvement events for Youth Guarantee students and internal and external stakeholders.

Pastoral Care and Support

- Provide pastoral support to Youth Guarantee students, and coordinate Student Success Navigators in doing so.
- Optimise student attendance through strong relationships with students, liaison with tutors and other staff, and prompt and effective management of issues and concerns.
- Coordinate programmes to support in-class learning (e.g. literacy and numeracy), working with tutors and learning advisors.
- Monitor student progress and achievement, ensuring appropriate support systems are in place to optimise successful study outcomes.
- Develop and monitor individual learning plans in collaboration with tutors and other staff.
- Guide students to appropriate support services that will meet their individual needs.

Administration across Hawkes Bay and Tairāwhiti

- Monitor and report on EFTS and Youth Guarantee budgets.
- Develop and maintain efficient and equitable systems of administering and recording student support/wellbeing payments, driver licensing progress, etc.
- Maintain Ministry of Education compliance by effectively managing Early Leaving Exemption processes and ensuring documentation and reporting requirements are consistently met.
- Contribute to cohesive provision across EIT regions by providing accurate administrative information and support as required.

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

- Demonstrated experience in successful organizational administration.
- Ability to prepare clear written reports and communicate effectively with internal and external stakeholders.
- Well-developed digital literacy, marketing, and promotional skills.
- Ability and experience in providing appropriate support to students in the tertiary education environment, especially younger students.
- Confidence in taking a leadership role and representing EIT in public fora.
- Experience in working with Māori and Pasifika students.
- Well-developed communication and interpersonal skills with an ability to quickly establish rapport and credibility with students, and build and maintain strong collegial relationships.
- Understanding of Te Ao Māori and bicultural communication
- Knowledge of community-based support services and agencies.
- A tertiary qualification is required.
- A degree level qualification would be an advantage.

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.

Document information – Office use only	
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Developer	People and Culture Advisor
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