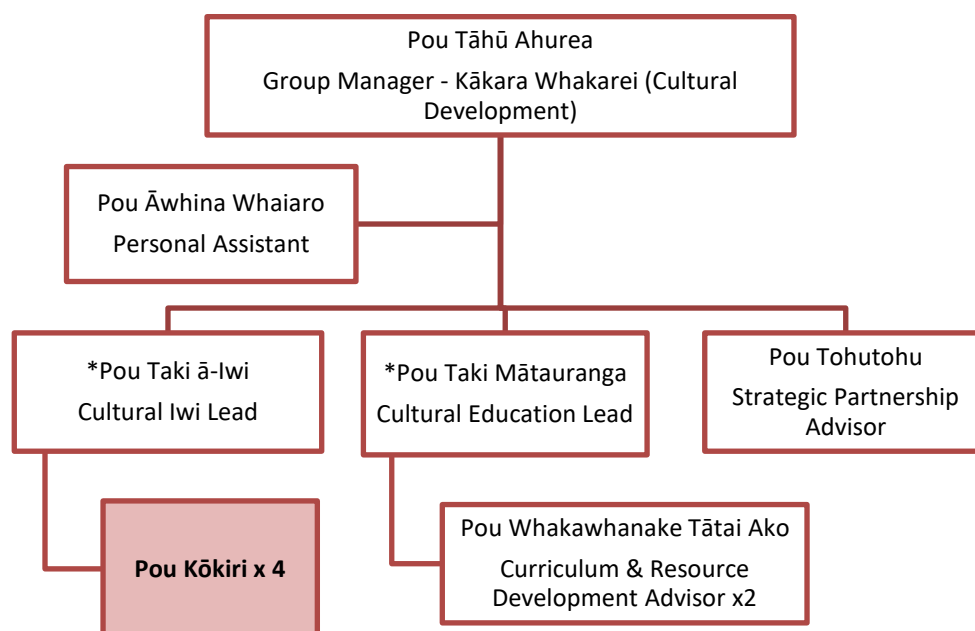


# RAUKAWA CHARITABLE TRUST (RCT)

## Position Description

<b>POSITION TITLE</b>	<b>Pou Kōkiri</b>
<b>LOCATION</b>	Tokoroa
<b>REPORTS TO</b>	Pou Taki ā-Iwi – Cultural Iwi Lead
<b>PURPOSE OF POSITION</b>	<ul style="list-style-type: none"> <li>Progress te reo Māori and Raukawa cultural outcomes aligned to the Kakara Whakarei Annual Plan and Raukawa Cultural Strategy meeting the aspirations of Raukawa iwi, hapū, marae and whānau. Activities will align to Te Manawapouhīhī (The Raukawa Cultural Framework).</li> </ul> <p><u>Key responsibilities:</u></p> <ul style="list-style-type: none"> <li>Build and maintain ongoing relationships with iwi, marae and hapū;</li> <li>In collaboration with iwi, marae and hapū facilitate and support work programmes that reclaim and revitalise te reo Māori and local mātauranga ā-iwi o Raukawa;</li> <li>Assist iwi, marae and hapū to navigate complex cultural development situations for the ongoing betterment of uri o Raukawa.</li> </ul>
<b>RCT VISION</b>	<b>Raukawa kia mau, kia ora</b> - A thriving Raukawa iwi.
<b>RCT MISSION</b>	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
<b>RCT VALUES</b>	<p><b>Tika</b> – working with integrity</p> <p><b>Pono</b> – working toward the vision/genuine intent</p> <p><b>Aroha</b> – compassion and regard for others</p>

### REPORTING STRUCTURE



### DIRECT REPORTS

Nil

## RELATIONSHIPS

### Internal

- Kakara Whakarei Team
- Raukawa (RCT) Kaimahi
- Te Kaunihera Kaumātua o Raukawa
- Marae, hapū and whānau

### External

- Tribal Organisations
- Local Community
- Raukawa Marae Committees
- Tribal experts

## AUTHORITIES

None

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
<b>Develop and implement projects, activities and programmes underpinned by te reo o Raukawa, tikanga and mātauranga ā-iwi</b>	<ul style="list-style-type: none"> <li>• Contribute to the visibility of RCT as a provider and educator of Raukawa cultural knowledge, te reo Māori, history, customs and tikanga to advance iwi development.</li> <li>• Collaborate with and assist whānau, hapū and marae to strengthen their understanding, connectivity and use of tribal history, kōrero tuku iho and whakapapa.</li> <li>• Identify opportunities to create meaningful kaupapa ā-whānau, ā-hapū and kaupapa ā-iwi learning pathways for uri o Raukawa.</li> <li>• Contribute towards empowering whānau, hapū and marae to become deliverers of mātauranga ā-iwi o Raukawa.</li> <li>• Ensure activities are evaluated utilising the Kakara Whakarei evaluation framework.</li> </ul>
<b>Disseminate mātauranga knowledge to uri and wider community</b>	<ul style="list-style-type: none"> <li>• Support the implementation of reo and mātauranga ā-iwi o Raukawa learning and teaching resources.</li> <li>• Contribute to the development of professional learning and development for key stakeholders and the Raukawa Charitable Trust organisation.</li> <li>• Contribute to implementing pathways where te reo Māori and mātauranga ā-iwi o Raukawa can be developed and disseminated to uri o Raukawa.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Collaborate, develop, and maintain meaningful relationships with whānau, hapū, iwi, marae and relevant stakeholders.</li> <li>• Identify our Raukawa holders of knowledge and ensure captured kōrero tuku iho information is stored in the appropriate manner for ongoing use into the future.</li> <li>• In conjunction with the Kakara Whakarei group, work collaboratively to develop and implement an engagement plan with ongoing input from marae, whānau and hapū into iwi priorities, aspirations, and interests.</li> </ul>
<b>Events and Wānanga</b> That protect, preserve and promote the Raukawa Mātauranga	<ul style="list-style-type: none"> <li>• Facilitate wānanga and disseminate key cultural information aligned to the Raukawa Cultural Strategy (both in English and te reo Māori) supporting cultural development amongst uri o Raukawa.</li> <li>• Identify and implement opportunities for te reo Māori, Raukawa waiata, history, karakia and tikanga to be strengthened, enhanced, and upheld amongst Raukawa uri and key stakeholders.</li> <li>• Identify cultural events for Raukawa uri to engage in and attend to enhance their cultural involvement and understanding.</li> </ul>
<b>Team and Organisational Support</b>	<ul style="list-style-type: none"> <li>• Contribute to other Kakara Whakarei programmes, iwi cultural activities, tribal events and special projects as required.</li> <li>• Help support the culture of an engaged team that is aligned to the organisational culture, where debate, diversity, cohesion, supportiveness,</li> </ul>

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
	<p>and working effectively together is fostered to enable each employee and the department to succeed.</p> <ul style="list-style-type: none"> <li>• Remain focused on the requirements of your role, working with your manager to ensure you are meeting performance expectations while also taking an agile approach to your work by being prepared to evolve what you do to meet the changing needs of your customers (whether internal or external)</li> <li>• Share ideas and opportunities with other members of the team to implement a range of initiatives aimed at introducing rangatahi to various meaningful learning pathways within the kura and wharekura setting.</li> <li>• Share ideas and opportunities to support the development and production of Raukawa Educational Resources for use across the education sector.</li> <li>• Appropriately communicate with other members of the team, whether in meetings, one-on-one meetings, emails, and regular interpersonal communication.</li> <li>• Attend monthly staff hui and team hui.</li> <li>• Complete monthly reporting requirements</li> <li>• Provide coverage for team members as and when required.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Comply with Raukawa Charitable Trust Health &amp; Safety policies, procedures, and systems.</li> <li>• Work safely always and encourage others to do the same.</li> <li>• Report hazards and accidents.</li> <li>• Take initiative to fix hazards.</li> <li>• Promote a positive health &amp; safety culture in the workplace.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Participate in training including that related to health &amp; safety.</li> <li>• Take initiative to identify your specific training and development opportunities.</li> </ul>
<b>Additional Tasks</b>	<ul style="list-style-type: none"> <li>• Carry out any other reasonable duties that can be requested from time to time;</li> <li>• In the event of pandemic responses being initiated throughout the organisation, carry out other duties requested that relate to the pandemic response which may not be related to this position.</li> </ul>

## PERSON SPECIFICATION

### RELATIONSHIP MANAGEMENT

- Is able to establish and maintain positive working relationships with all people at all levels of the organisation;
- Is able to establish and maintain positive working relationships with marae, hapū, iwi & relevant stakeholders;
- Is able to collaborate and work alongside a wide range of people;
- Excellent written and oral communication skills.

### INTERPERSONAL STYLE

- Strong interpersonal skills, including advocacy and positive public presentation;
- Intermediate to fluent level of te reo Māori fluency;
- Demonstrates a strong personal commitment to tika, pono me te aroha, organisational excellence, honesty, integrity and empathy;
- Demonstrates manaakitanga and kotahitanga and the ability to work in a high performing team environment;

- Is reliable, self-motivated and self-directed and is comfortable working with developing information from time to time in a dynamic environment;
- A strong cultural education centered perspective improving cultural education outcomes for students, uri, and whānau;
- Understands and uses whakapapa and whanaungatanga to guide practice within education settings.

#### OTHER ATTRIBUTES

- Good understanding of development needs within iwi environments and has an ability to develop solutions to meet those needs;
- Well developed project management skills with a practical approach;
- Has a sense of humour and displays a positive attitude;
- Is results focussed with the ability to 'finish' tasks;
- Is able to manage multiple demands and has an ability to prioritise tasks;
- Is thoughtful, resilient, calm and stable in challenging situations;
- Shows initiative, decisiveness and openness;
- Able to collaborate with multiple individuals at varying levels;
- Displays tact, diplomacy and empathy;
- Analytical and creative.

#### SKILLS, EXPERIENCE AND QUALIFICATIONS

- A relevant tertiary qualification or on-the-job experience across te reo Māori spaces and education;
- Has an understanding and practical application of Raukawa tikanga;
- Intermediate to fluent level of te reo Māori fluency;
- Excellent facilitation skills with the ability to construct and present clear communication to diverse audiences;
- Competent computer user and sufficient level of understanding and skill in Microsoft Office (Word processing, PowerPoint, Excel, Outlook);
- Understands and upholds all aspects of the Treaty of Waitangi in relation to the Raukawa people;
- Will work to understanding and upholding organisational policies and procedures;
- Has a valid Full Class 1 drivers' licence;
- Experience working with Iwi Māori organisations is desirable.

#### JOB DESCRIPTION CREATED

Date: June 2024

#### SIGNATURES

On behalf of Raukawa Charitable Trust:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Employee:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)