**POSITION DESCRIPTION**

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| **DETAILS** |
| **Position Title** | Whānau Engagement Kaiawhina  |
| **Reports to** | Te Puna Manager |
| **Direct Reports** | Nil Whānau |
| **Status** |  |
| **Location** | Te Poho o Tuariki, 85 Hendersons Line, Marton |
| **Key Relationships** | Te Puna Manager/Kaimahi, Te Kotuku Hauora Manager/Kaimahi, GM Rūnanga Operations, Schools, MOE, Relevant External Services , Hāpu marae and Iwi members |

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| **WHO ARE WE?** |
| Te Rūnanga o Ngā Wairiki – Ngāti Apa and its associated Group of entities has particular responsibilities to work with our whānau, hapū and Iwi to protect Ngā Wairiki – Ngāti Apa values for the environment, as well as to lead an iwi response to climate change and protecting and growing remaining biodiversity within the rohe. We work in alignment with our tikanga values, called “Ngā Paiaka Matua”. These values are listed in the next section.The Rūnanga has operated since 1989, and has made significant gains, including the completion of Treaty settlements, which has seen an asset base returned to the Iwi, the management of which has been delegated to Ngā Wairiki – Ngāti Apa Developments Limited. The iwi has experienced considerable growth since 2011 when Treaty assets were received. The Rūnanga Group now employs in excess of 30 staff and this number is growing as a range of direct local investments take shape. At the same time, the Group is growing its range of social and taiao programmes aligned to the direct investments and asset developmentOur core strategic themes are: * + Whakarato – serve
	+ Tūhono – engage
	+ Hapū Ora – hapū development
	+ Tiaki – protect
	+ Whakatupu – grow

Our promise: We are who we say we are, and we do what we say we will do.Our organisational objective: To translate our core values, Ngā Paiaka Matua, into meaningful and achievable practices and behaviours. |

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| **NGĀ PAIAKA MATUA** |
| **Manaakitanga***Care and Respect* | Treating people with unconditional care and respect. This behaviour will define the culture of our Rūnanga, as a place of warmth and hospitality, where everyone feels equal, and everyone feels welcome. Mana enhancing behaviour is to be a theme in all that we do.  |
| **Te Reo me ngā Tikanga***Culture and Language* | Our Rūnanga will teach, learn, uphold and use our reo and our tikanga and will become a hub for the revitalisation of these taonga tuku iho.  |
| **Kotahitanga** *Unity* | Working with others in many shapes and forms to achieve positive outcomes for everyone. This Rūnanga will value relationships and partnerships, and will continually put sustainable positive outcomes for whānau, hapū and community ahead of self interest in everything that we do.  |
| **Wairuatanga***Spirituality* | It is understood that our ancestors were deeply spiritual people. Our Rūnanga will uphold tikanga that accommodates karakia and practises from both the te ao tawhito (pre-European) and Christian foundations handed down by our tupuna. Additionally, our Rūnanga will be a place of spiritual and religious tolerance and freedom.  |
| **Whanaungatanga** *Sense of family connection and belonging* | This Rūnanga is a place where our whānau, hapū and Iwi, local Māori, Pasifika and the community at large are drawn and they feel they belong.  |
| **Kaitiakitanga***Guardianship* | Caring for our environment is the challenge of our generation. Our Rūnanga will work with our hapū to protect and enhance the physical environment in which we live in everything we are associated with. This is vital work to ensure a sustainable future for our mokopuna and generations to come.  |
| **Rangatiratanga***Leadership* | Demonstrating leadership to uphold Ngā Paiaka Matua and represent our Ngā Wairikitanga and our Ngāti Apatanga, consistent with the values of our tupuna. Rūnanga leadership will be proud, committed, passionate and authentic in all that we do on behalf of our whānau, hapū and Iwi. |
| **Whakapapa***Genealogy*  | Revered lines of descent from ancestors such as Paerangi and Ruatea and many other famous ancestors are central to our identity and our unity as Ngā Wairiki and Ngāti Apa. This Rūnanga will work with our hapū to collect, record and share whakapapa as a hub where our people can reconnect. |
| **Ūkaipōtanga** *Love for our tupuna whenua and wai* | Ancestral lands, wetlands, lakes, rivers, streams and the ocean are central to Ngā Wairiki and Ngāti Apa identity. This Rūnanga will work in a way that puts our people back in contact with their whenua and wai in a manner that fosters real love for these places. This love for our tupuna whenua and wai is to be shared with the community to foster understanding and to promote our values and identity. |

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| **PURPOSE OF ROLE** |
| Nga Wairiki Ngati Apa is a proactive Iwi currently engaged in a wide range of projects across ourcommunity including iwi members who reside further afield. We understand the importance of pathways for rangatahi and whilst they often step in at a later stage of education for some of the older rangatahi, they know that if tamariki are influenced in their earlier years of education there is a better chance of making a difference.Attendance, engagement and participation in education forms the platform for future educational success. A project that supports such a platform can improve the educational opportunities for uri. Engagement with whanau will strengthen the programs that already form part of Wairiki Ngati Apa strategic direction.It is recognised that lwi have an important role in supporting Maori learners into meaningful education pathways. To recognise and support this, the Whanau Engagement Kaiawhina will support lwi to facilitate engagement and broker relationship opportunities between Maori learners and their whanau and local education services with the aim of identifying the systemic barriers that prevent them from re-connecting back into education pathways. |

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| **DUTIES AND RESPONSIBILITIES** |
| The following is not an exhaustive list of skills required or responsibilities to be undertaken in the role. Flexibility is important and other tasks that can reasonably be undertaken taking into account both capacity and capability will become an expectation as the role matures.**What will I be doing;*** To engage with whānau and community members to provide better education pathways and access to obtain better education outcomes.
* To provide a bespoke Service that connects Whānau and individuals to services related to Employment, Education, Training and Hauora, Crime and Family Violence Prevention, Civic Engagement and broader Whanau and Community well-being initiatives.
* To engage and participate in discussions with Government and Non-Government Agencies to ensure the duties and responsibilities as set out in this job description are fulfilled
* Work collaboratively with Internal Kaimahi and Primary Partners to co Design and Collaborate where possible to fulfil the Outcomes of this Role
* Lead Education projects as set out in the workplan

**How will I be doing it? The following is a work plan of duties to be fulfilled in the role**  **Pāhake Paraire – Kaumatua Programme** *Relationships: preferred service providers* * Assist in the recruitment process
* Support the Pāhake Paraire weekly programme through organizing activities
* Help to organise graduation ceremonies

**Hikina Te Manuka – Employment Preparation Services** *Relationships: Ministry of Social Development and preferred service providers* * Help whānau to prepare for employment through providing CV creation/updates, Driver licencing, obtaining relevant ID and documents etc
* Find opportunities to upskill and pipeline whānau through education (if necessary) and into employment and/or apprenticeships
* Understand when/where to refer clients on as necessary

**Student Support Services:** *Relationships: preferred service providers* * Provide student support services
* Maintain a regular presence in classes
* Create strong and trusting relationships with students
* Create and keep Individual progress reports for each student
* Liaise with tutors regarding student needs
* Understand when/where to refer students on as necessary
* Provide careers advice and career pathway navigation

**Budgeting:** * Provide support for basic budgeting service and refer to other local services for further support

**Marae/Hapū engagement:** *Relationships: Hapū coordinator/representatives from each Marae, preferred service providers* * Support Marae/Hapū through connecting whānau to relevant services
* Ensure Marae/Hapū are receiving updated information regarding Te Puna courses, services and other Te Puna kaupapa
* Facilitate Marae-based workshops or wānanga around educational, employment and business opportunities
* Create strong relationships with Marae/Hapū members
* Support Maripi Tuatini with programme activities

**Community Engagement:** *Relationships: Rangitikei District Council, Ministry of Social Development, community groups, preferred service providers, community members and other community-based services* * Maintain a sound awareness of what is available and happening in the community
* Ensure the community are receiving updated information regarding Te Puna courses/services and other relevant kaupapa
* Attend relevant community hui on behalf of Te Puna
* Create strong community relationships
* Deliver the Rangitikei Careers Expo annually with attendance from 150+ students from Rangitikei College, Hato Paora, Nga Tawa College, Alternative Autaio Whanganui, Te Puna Education, and Taihape Area School.
* Provide platforms for Kaumatua and minimum 15 whanau to transfer matauranga via Pahake Paraire - kaumatua initiative.
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| **General Provisions** * Actively participate in Te Rūnanga o Ngā Wairiki Ngāti Apa Group Kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc.
* Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring.
* Maintain an accurate and up to date understanding of Rūnanga Group policies and that these are upheld at all times.
* Ensure the health and safety of yourself as well as others in the working environment, upholding organisational health and safety policies and procedures at all times.
* Proactively promote Te Rūnanga o Ngā Wairiki – Ngāti Apa in a positive light in all activities.

**Administration** * General administration duties this will include data entry, reporting and typing, use of Microsoft Teams, Sharepoint, Word, Excel and PowerPoint.
* Manage incoming tasks and distribute work to personnel internal and external as appropriate
* Liaise with iwi, hapū and whānau as directed by the GM
* Provide timely reporting both weekly and quarterly as required
* Create forms and templates as necessary to capture and keep important data, and to show progress Prepare Reports as required by Te Puna Manager; Milestone Reports appendix a.
* Keep clear records of whanau engagemet and ensure all records are kept confidential at all times
* Ensure all incidents are reported on case files

**Communications*** + Provide a positive and clear understanding of Roles and Responsibilities.
	+ Excellent relationships with Schools, whānau and community members
	+ Ensure Parents/Caregivers understand the importance of regular School Attendance
	+ When required and upon approval represent the Rūnanga at committees and forums

**Professional Development*** + Knowledge and skills are enhanced through a commitment to ongoing learning appropriate to the position
	+ Participate in professional development as identified
	+ To seek performance appraisal using the opportunity to set specific goals in order to improve performance

**Team Responsibilities*** + All interactions with the team will be consistent with Ngā Paiaka Matua
	+ Participation and contribution to enhance team outcomes
	+ Contribute towards organisational strategic goals and achievements
	+ Positive and constructive engagement with colleagues
	+ Shows consideration to the needs and workloads of other kaimahi and offers assistance and support where necessary and able
	+ Contribute to positive team and organisational culture
	+ Recognise and support the contribution of our iwi, hapū and whānau within the organisation

**Te Reo me Ngā Tikanga*** + Use Te Reo and uphold Tikanga where possible.
	+ Actively participate in Te Rūnanga o Ngā Wairiki Ngāti Apa Group Kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc.
	+ Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring.
	+ Maintain an accurate and up to date understanding of Rūnanga Group policies and that these are upheld at all times.
	+ Ensure the health and safety of yourself as well as others in the working environment, upholding organisational health and safety policies and procedures at all times.
* Proactively promote Te Rūnanga o Ngā Wairiki – Ngāti Apa in a positive light in all activities
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| **COMPETENCIES FOR THIS POSITION** |
| **Communication*** Ability to communicate in a clear and considerate manner to ensure flow of information is clearly understood
* Has empathy with the role of Rūnanga to provide multiple bottom line benefits for the Iwi that it represents, including, but not limited to; financial profits, employment outcomes, cultural revitalisation, health and social outcomes, environmental sustainability and economic outcomes
* Has a natural and open manner and a level of self-confidence which helps generate trust and good working relationships

**Personal Accountability & Integrity*** Is known as reliable and demonstrates a conscientious approach to work
* Ability to maintain a confidential and professional manner at all times
* Is highly organised
* Time management through the ability to prioritise and carry a high and varied workload
* Clearly demonstrates integrity in difficult situations, proactively shares information and viewpoint and encourages this in others. Does the right thing.
* Has a flexible approach to work demands and is prepared to take on tasks within own area of expertise for the good of the Team
* Is engaged and enthusiastic regarding role and responsibilities
* Takes straightforward actions to address development needs of self and team
* Sets team goals in relation to Administration team
* Is naturally mindful of potential conflicts of interest and is respectful of the need to manage conflicts to protect the interests of the Group

**Problem Solving*** Ability to look at the big picture to plan and work through a process to reach the required end result
* Demonstrates solid decision making, always using good logic and rationale

**Technical Ability*** A good level of computer literacy
* Working knowledge of Microsoft Office and other data system applications
* Ensure all Equipment/Assets are well maintained
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| **EXPERIENCE, SKILLS AND KNOWLEDGE REQUIRED**  |
| * Proven ability to work effectively in a Team but able to work independently
* Organisation and strong planning skills
* Knowledge of the New Zealand Education System
* Quality and Accuracy of work and strong Problem Solving
* Personal Integrity and Strong work ethic
* Proven ability to maintain strictest confidentiality with information
* Excellent Time Management Skills
* Excellent Communication Skills
* Be resilient to handle and react to Stress, Criticism and Failure appropriately, and to be able to adapt, adjust to changing situations.
* Meet set Goals, Objectives and Commitments.
* Seek to improve own skills and performance.
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| **KEY PERFORMACE INDICATORS** |
| * Achieve required results and performs well
* Information presented both written and verbal is clear and easily understood
* The level of proactive support and organisational ability shown/given to the Group Operations Manager with respect the handling of responsibilities and general assistance
* Strong relationships and networks are in place that will enhance the role
* A high level of credibility is achieved
* An effective flow of communication and close working relationship is maintained across the Community
* Achieve an effective and efficient Attendance Service, respected by Schools, Students and the Community is evident.
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