

Pathways Coordinator

Kaupapa | Purpose

To support the Head Partnerships & Pathways in the effective coordination and operational delivery of pathway initiatives, ensuring strong relationships with schools, kura, communities, and education providers. The Pathways Coordinator plays a key role in facilitating stakeholder engagement, managing funding and reporting requirements, and enabling seamless transitions for rangatahi into tertiary education through innovative and responsive pathway programmes.

To champion the aspirations of youth and communities across the Toi Ohomai region by coordinating pathway activities that strengthen connections between secondary schools, vocational programmes, and tertiary education. Through data-informed planning, proactive risk management, and collaborative support of teaching and learning teams, the Pathways Coordinator ensures that students are well-supported in their educational journeys and that opportunities for engagement and success are maximised.

Reports to: Head of Partnerships and Pathways

Team: Partnerships and Pathways

Remuneration: \$56,000 - \$74,600 (Fixed Remuneration excluding KiwiSaver)

Ngā mahi | Do

Coordinate and deliver learner pathway initiatives by organising stakeholder meetings, managing logistics, and supporting the operational needs of programmes such as Trades Academy, STAR, Gateway, and Youth Guarantee.

Build and maintain strong relationships with schools, kura, community organisations, and education providers to ensure collaborative engagement and alignment with the strategic aspirations of all stakeholders.

Monitor and report on pathway activities and youth engagement by tracking data, analysing trends, and providing timely insights to internal and external stakeholders to inform decision-making and continuous improvement.

Support rangatahi transitions into tertiary education through effective planning, risk identification, and collaboration with Teaching and Learning teams, ensuring students are well-prepared and supported throughout their journey.

Develop and implement innovative communication tools and processes that enhance engagement with stakeholders, promote pathway opportunities, and strengthen connections across the Toi Ohomai region.

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.

Pūkenga | Have

Minimum tertiary level qualification in academic administration, education support, or a related field, or the equivalent body of knowledge gained through experience.

Demonstrated experience in an administrative, coordination, or personal assistant role, preferably within a tertiary education or academic environment, demonstrating increasing responsibility and autonomy.

Demonstrated experience working with academic administration processes, including support services, and the coordination of inclusive, evidence-informed practices that empower diverse ākonga to succeed.

Demonstrated experience in using advanced computing tools and systems, including Microsoft Office Suite.

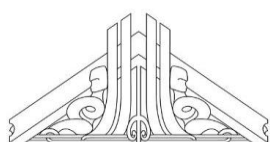
An understanding of the obligations to include Te Tiriti o Waitangi in the workplace practices.

Experience in supporting and advocating the use of Te Reo Māori, tikanga and mātauranga Māori in the workplace.

Ability to support and advocate approaches that promote equity and prioritise the needs of priority groups.

Waiaro | Be

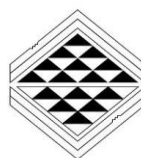
At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute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



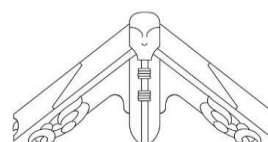
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

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 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.

Ngā Hononga Mahi | Working relationships

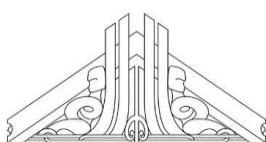
Internal: Leadership, Teams, Academic Leaders, All kaimahi

External: Industry Representatives, Industry Skill board, other education providers.

Resource delegations and responsibilities:

Financial: Nil

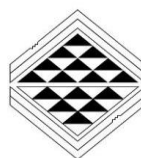
People: Nil



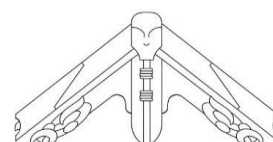
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