

Position Description

Kai Awhina



Our Vision

Vision: *All Tairāwhiti Whanau Are Flourishing*

Purpose: *Too many families in Tairāwhiti are living in crisis, and passing that crisis on to their children and mokopuna.*

Manaaki Tairāwhiti will therefore realise demonstrable improvement to social sector effectiveness in Tairāwhiti so that all whanau lead safe and well lives in their communities.

Position	Kai Awhina
Location	Gisborne
Reports To	Programme Lead
Type of Position	Full time – 36 hours per week Fixed Term 2 years

VALUES DRIVEN - OUTCOME FOCUSED

- **Whānau Ora** – we remove barriers to whanau having their needs met and work with them to co-design the support they need. Their needs come first. Their strengths lead the way.
- **Transformative** – Transforming lives through transforming support and services. Championing problem solving, innovation and ingenuity.
- **Committed, Connected and Aspirational**– Manaaki Tairāwhiti members are accountable and committed to the same vision, providing joined up service, sharing learning and information and making a real difference. We aspire to be agile, nimble and successful.
- **Pono me Tika** - Honest and trust based relationships underpin our work with whanau and between ourselves

Outcomes

Organisational values are role modelled and incorporated into daily work practices

Organisational values are demonstrated and consistently practiced within the organisation and through all external relationships.

Organisational values and behaviours are role modelled and incorporated into daily work practices.

POSITION OBJECTIVE:

The Kai Awhina will support the work of the Te Rito Hub and its personnel through the smooth running of the office and hosting support for the many visitors to Te Rito.

KEY RELATIONSHIPS:

INTERNAL	EXTERNAL
Manaaki Tairāwhiti staff and contractors	Visitors to Te Rito
Manaaki Tairāwhiti Board members	Contract holding organisations staff
	Partner organisations

KEY ACCOUNTABILITIES:

Assisting the staff and contractors of Te Rito with meeting preparation; agenda preparation, minute taking, catering and hosting. Inputting into the financial management system and general administration duties. Project Management reporting

KEY ACHIEVEMENT AREAS

Monthly Board meetings are well prepared with papers out 5 working days in advance
Minutes are an accurate reflection of the meetings and are available within a week
Hosting duties (catering ordering, setting up and cleaning up) are undertaken in a friendly and efficient manner
Greeting and hosting visitors
Inputting costs into the financial management system and basic reporting
Preparation of project management reports

All of the information provided in this document is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned.

PERSON SPECIFICATIONS:**Qualifications/Knowledge**

- Microsoft Office Software to a high level, particularly Word, Excel and PowerPoint

Experience/Skills

- Excellent written and oral communication skills
- Experience in stakeholder, operations and project management to at least a basic level
- Ability to engage with iwi, hapū and whānau
- Complete confidentiality in dealing with some sensitive client information

OPERATIONAL COMPETENCIES

- Organisational and planning skills
- Communication, people and networking skills
- Research, information gathering and monitoring skills
- Problem analysis and solving skills

- Sound judgement and decision-making ability

ORGANISATIONAL COMPETENCIES:

- Demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's purpose
- Perform all key accountabilities outlined above in accordance with the strategic direction, mission, policies and procedures of the organisation
- Actively participate in performance management strategies that align with the goals and strategic direction of the organisation
- Commit to ensure that all practicable steps are taken to guarantee the health and safety of themselves and others in the workplace
- Ownership of opportunities and issues, finding solutions and initiative to make things happen
- Being flexible, innovative and open to continuous learning in a changing environment