



Position Description - Māoriland Charitable Trust

Māoriland Tech Creative Hub (MATCH) Programme Manager

REPORTING TO: Kaiwhakahau Hōtaka - Programme Manager

TERM OF EMPLOYMENT: July - December Fixed Term Full Time with possibility to extend upon success of programme.

LOCATION: Must be based in the wider Wellington region and able to travel to the Māoriland Hub, Ōtaki for delivery of the program.

DESCRIPTION

The MATCH Programme Manager will support the Kaiwhakahau Hōtaka in the implementation and delivery of M.A.T.C.H - the Māoriland Tech Creative Hub. M.A.T.C.H (Māoriland "Ahi" Tech Creative Hub) is a tech-creative learning centre for rangatahi Māori in Ōtaki and the Kāpiti Coast.

This is a new position that the chosen candidate will be encouraged to develop and make their own.

REQUIRED SKILLS AND EXPERIENCE

- Good communication and interpersonal skills capable of maintaining strong relationships
- Strong organisational and multitasking skills
- Excellent analytical and problem solving abilities
- Team-management and leadership skills
- Documentation management and ability to use project management tools
- Attention to details even under pressure
- Time management skills with the ability to meet deadlines
- Awareness of creative technology (animation, VR, AR, XR, gaming) and tech literacy to pick up new skills as needed.

DESIRABLE SKILLS AND EXPERIENCE

- Fluency in te reo Māori is preferred
- Experience in teaching or working with young people
- Technical skill in creative technologies

KEY RELATIONSHIPS

- Te Tumu Whakarae - Managing Director
- Kaiwhakahau Hōtaka - Programme Manager
- Rangatahi Co-ordinator
- MATCH Facilitator
- Kaiwhakaū Hōtaka Hononga - Projects and Relationships Co-ordinator

- Rangatahi Relationships Co-ordinator

RESPONSIBILITIES

1. Working with the Kaiwhakahau Hōtaka to plan M.A.T.C.H schedule and delivery of micro-credentials programme.
2. Booking and co-ordination of specialist facilitators.
3. Liaison with schools and Rangatahi Relationships co-ordinator to manage participating tauira.
4. Liaison and co-ordination of programme delivery with M.A.T.C.H Facilitator and Rangatahi Coordinator
5. Working with the Kaiwhakahau Hōtaka to source and co-ordinate internships and industry placements for tauira.
6. Managing tauira achievement and the delivery of micro-credentials.
7. Assisting with key reporting to funders and stakeholders.
8. The MATCH Programme Manager must be aware of and adhere to key policies of the Māoriland Charitable Trust and the Vulnerable Children Act 2014.





END PAGE