



## **Position Description - Māoriland Charitable Trust**

### **Rangatahi Relationships Co-ordinator**

**REPORTING TO:** Kaiwhakahau Hōtaka - Māoriland Programme Manager

**TERM OF EMPLOYMENT:** June 2020 - June 2021 Part-Time

**LOCATION:** Must be based in the wider Wellington region and able to travel to the Māoriland Hub, Ōtaki and to schools around the region.

#### **DESCRIPTION**

The Rangatahi Relationships co-ordinator will work with the Kaiwhakahau Hōtaka and Kaiwhakaū Hōtaka Hononga to be the primary point of contact between the Māoriland Charitable Trust, rangatahi and schools across New Zealand. This role will focus on enrolling rangatahi in Māoriland programmes and participation in the Māoriland Rangatahi Film Festival.

#### **REQUIRED SKILLS AND EXPERIENCE**

- Understanding of kura and school sector
- Excellent communication skills and ability to grow lasting relationships.
- Proven administration skills
- Good computer skills (Google apps/Microsoft Office)
- Ability to research and identify key contacts to establish and foster new relationships
- Ability to work in a team environment and under pressure
- Exceptional organisational skills and a strong work ethic
- Clean Full NZ Drivers License

#### **DESIRABLE SKILLS AND EXPERIENCE**

- Existing relationships with kura schools and youth organisations
- Fluency in te reo Māori would be preferred

#### **KEY RELATIONSHIPS**

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

#### **RESPONSIBILITIES**

1. To enroll rangatahi in the MATCH microcredentials programme and E Tū Whānau Rangatahi Film Tour.
2. Grow strong relationships with kura and schools in Ōtaki and the wider Wellington region ahead of Māoriland Film Festival 2021.
3. Coordinate kura and school attendance at Māoriland events and the Māoriland Film Festival.

4. The Rangatahi Relationships Co-ordinator must be aware of and adhere to key policies of the Māoriland Charitable Trust and the Vulnerable Children Act 2014.