

1. ROLE DETAILS:	
Position title:	Pasifika Programme Coordinator
Reports to:	Team Leader/Project Leader, Director, Operations Manager
Supported by:	Te Ao Maaori Programme Coordinator, Programme Facilitator/s, Support Coordinator, Education Coordinator
Hours and role:	30 hours a week, \$30 p/h, Fixed Term until end of June 2025
Start date:	19 February 2024 or ASAP
Location:	Waikato-wide travel, Rainbow Hub Waikato Community Centre and Education/Event Space in Hamilton Central

2. ROLE OVERVIEW:
<p>This role is responsible for the design and development, delivery, review, and redevelopment of wellbeing workshops and programmes primarily for Takataapui and Maaori and Pasifika and MVPFAFF+ peoples, working alongside the Te Ao Maaori Programme Coordinator and Programme Facilitator/s. You will work alongside the Support Coordinator and Education Coordinator in some aspects of your mahi including networking and relationship building, and be supported by the Programme Facilitator/s in delivery. You will also be supported in development and review by the Team Leader/Project Leader.</p> <p>As a Programme Coordinator, you will play a crucial role in enabling the development and delivery of RHW's workshops and programmes aimed at nurturing mental wellbeing and resilience. The ideal person for this role will have solid foundational knowledge of FonoFale, to embed from conception to delivery a Pasifika lens. Your mana will live in your ability to lead, uplift, and weave people together.</p> <p>This role requires the successful candidate to work evenings up to 4 nights a week, plus weekdays during school holidays. Some weekend work may also be possible. This role is attached to a specific partnership and contract, and will have clear start and end dates within a fixed term.</p>

3. ROLE RESPONSIBILITIES:
<p>Networking and relationship building</p> <ul style="list-style-type: none"> • Connect with whaanau, hapu, and iwi of Waikato-Tainui, and all communities and organisations that are relevant to taangata whaiora.

- Engage with specialised projects, events, and/or hui as relevant in line with RHW's Mental Wellbeing and Resilience - Rainbow Communities initiatives.
- Build upon RHW's existing community and service networks and relationships.
- Use a Te Tiriti partnership process with local communities to ensure the needs of Maaori and Pasifika are culturally safe, responsive, and appropriate.
- Network and engage with other community agencies and groups as part of the development, promotion, and public awareness of the programmes.

Programme development

- Develop an 8 week programme and 1 day workshop for young people who are Takataapui and/or Maaori using Te Whare Tapa Whā, alongside the Te Ao Maaori Programme Coordinator.
- Develop an 8 week programme and 1 day workshop for young people who are Pasifika and/or MVPFAFF+ using FonoFale, alongside the Te Ao Maaori Programme Coordinator.
- Develop an 8 week programme and 1 day workshop for young people of the general population using Te Whare Tapa Whā, alongside the Te Ao Maaori Programme Coordinator.
- Develop with priority populations (e.g. young Maaori, Pacifika, people with disabilities, people on low incomes, refugees) as audiences to prioritise the under-privileged in the design and delivery of programmes and services that are responsive to diverse needs and are culturally safe and appropriate.
- Develop policy, processes, and codes of conduct for programmes and their delivery, facilitation, and reporting.
Programme and workshop content, policy, procedures, and codes of conduct will be approved by the Team Leader/Project Lead, with the support of the Management Team.
- Perform regular review and evaluation of programme and workshop content and delivery alongside the Te Ao Maaori Programme Coordinator and Programme Facilitator/s.

Programme facilitation

- Facilitate programmes using a strength-based tuakana/teina relationship model, with delivery aimed at young people under 24.
- Ensure the mana of all participants is upheld, remaining responsive to changing situations, dynamics, and circumstances between individuals and their whaanau.
- Create and maintain safe spaces for participants to share their views, feelings, and experiences, and uphold group boundaries and codes of conduct.
- Build trusting and engaging relationships with participants and their whaanau.
- Monitor and track individual attendance and participant progress.
- Advocate/kaitiaki alongside the RHW Support team for connection and referrals to community supports and services.
- Attend on-going professional development relevant to position responsibilities including participation in debriefing and internal and/or external supervision.

Reporting and communication

- Promote, connect, track, and monitor participant progress during programmes from promotion, relationship building, participant recruitment, and entry to service through to graduating from service, including feedback and participant experience

narratives.

- Maintain confidentiality of clients and whaanau, and disclose any conflicts of interest in RHW's register.
- Accurately record client records and statistics that meet reporting requirements of MSD, as well as RHW accountabilities.
- Maintain a client management system and support database to ensure it is up to date alongside the Support Coordinator.
- Ensure all programme, data storage, and use of personal information and confidentiality is strongly protected and is closely monitored to follow privacy, security, and data policies.
- Work alongside the wider RHW team to promote programmes and generate regular programme communication as well as participant experience narratives to utilise in various media forms.

4. ROLE SKILLS:

- Te Tiriti o Waitangi - Have a core understanding of how to implement the principles in practice and live out the values in your mahi.
- The ability to koorero in a Pasifika language. It is not a necessity to be fluent but some confidence and experience is preferred.
- Experience, skills, and knowledge to be safely immersed in and lead from a Pasifika lens and its unique cultural understanding.
- Experience in designing and developing wellbeing content.
- Strong relationships with or belonging to Rainbow communities.
- Strong understanding of mental wellbeing and resilience for Rainbow, Maaori, and Pasifika peoples and the broader political, social, cultural, and economic issues affecting our communities.
- Experience in facilitation in education or community groups, with proven group process skills, particularly with a strength-based facilitation style.
- Communication and relationship building including building connections with people over email, phone, and virtual meeting platforms.
- Confidence with learning and operating systems, applications, and technology, predominantly Google Workspace.
- Reliable transport and a minimum of a restricted driver's licence.
- Willingness to learn, adapt to new ideas, and accept challenges.
- Commitment to self-care and show initiative in your work.