

1. ROLE DETAILS:	
Position title:	Project Lead - Te Ao Maaori and Pasifika Initiatives
Reports to:	Team Leader, Operations Manager, Director
Supported by:	Programme Coordinators, Facilitator/s, Support Coordinator
Hours and role:	20-25 hours per week, \$32-35 per hour, fixed-term until 27th June 2025. We are also open to the possibility of contracting as an alternative to employment.
Start date:	Available for immediate start, or 13th January 2025
Location:	Waikato-wide travel and Rainbow Hub Waikato Community Centre in Hamilton Central

2. ROLE OVERVIEW:
<p>As the Project Lead at Rainbow Hub Waikato, you will lead the design, implementation, and management of initiatives that enhance the wellbeing of Rainbow, Maaori, and Pasifika communities, including Takataapui, MVPFAFF+, and their whaanau. By aligning programme delivery with Kaupapa Maaori, Pasifika values, and community-led principles, you will ensure culturally responsive support tailored to the unique needs of these communities. Your work will involve guiding programme staff in building relationships with Iwi, kaupapa Maaori organisations, Pasifika organisations, and other key stakeholders, fostering collaboration, impactful engagement, and organisational wide integration.</p> <p>You will oversee the full project lifecycle, from scoping and development through to delivery, review, and enhancement of wellbeing initiatives. A key focus of your role will be embedding Maatauranga Maaori practices and enhancing cultural capability within the organisation. Additionally, you will drive efforts to promote social inclusion, working to eliminate barriers to wellbeing and ensure high-quality reporting and evaluation of programmes and RHW strategic outcomes.</p> <p>This role requires you 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 a clear end date within a fixed term, with renewal dependent on funding.</p>

3. ROLE RESPONSIBILITIES:

Team Support and Workload Management:

- Lead regular group meetings and individual check-ins with programme staff, ensuring workloads are well-distributed and staff are empowered to succeed.
- Provide guided support and mentorship for programme staff, focusing on building staff confidence and independence over time.

Networking and Outreach

- Emphasise building new community and organisational relationships to inform programme rescoping and future development.
- Network actively with Maaori and Pasifika organisations, bringing new perspectives to the role and creating partnerships.

Programme and Resource Development

- Take over oversight of development of select resources and programme initiatives, streamlining processes and deliverables within the team.
- Ensure all programme work reflects kaupapa Maaori and Pasifika values and is culturally competent.

Strategic Planning and Capacity Building

- Develop and implement initiatives that reallocate resources effectively, building capacity across programme teams.
- Ensure the role enhances strategic oversight without undermining existing team dynamics, bringing fresh perspectives and new structures to stabilise processes.
- Collaborate with the strategic and operational plans to assess the sustainability and longevity of culturally competent services and deliverables.

Risk and Financial Management

- Identify and assess risks to programme success, working with management to implement effective mitigation strategies to meet contractual requirements.
- Monitor project budgets, ensuring accurate expense tracking and alignment with financial guidelines and funding requirements.
- Support funding efforts by preparing financial updates, tracking budgets, and contributing to funding applications and reporting.

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.
- Strong relationships with, or belonging to, Te Ao Maaori, Pasifika, and Rainbow communities.
- Skills, qualifications, and/or previous experience in project management, community-led development, people management, and mentorship.
- Knowledge of health equity, mental health, and social service delivery, with experience in Maaori and/or Pasifika communities.
- Communication and relationship building including networking and building connections with people over email, phone, and in person.
- Confidence with learning and operating systems, applications, and technology, predominantly Google Workspace and Monday.com.
- Reliable transport and a full driver's licence.
- Research and programme development experience, alongside facilitation and presentation skills to various audiences.
- Commitment to learning, including requirements to complete Child Protection and Suicide Prevention training during onboarding.
- A dedication to fostering and contributing to the continuation of a strength based, culturally competent, healthy and thriving workplace culture.
- Demonstrates a high level of integrity, honesty, and reliability, with a consistent and dependable approach to responsibilities, and a commitment to RHW's goals and values.