



Introduction

RespectEd Aotearoa is a charitable trust that works to support social and behavioural change to reach its vision of Aotearoa free from sexual harm and promote healthy relationships.

The Programme Coordinator is responsible for the coordination, delivery and evaluation of the Mates and Dates programme in their region. The position reports to the Youth Programme Manager.

This is a permanent position for 40 hours per week. These hours can be worked flexibly between Monday-Friday, with the possibility for occasional evening or weekend work.

The Central region programme coordinator works across Taranaki, Manawatu and Whanganui regions.

We offer four weeks annual leave, 10 days sick leave and allowances for professional development, monthly external supervision and a wellbeing allowance. Applicants will be subject to a New Zealand Police check.

The RespectEd Aotearoa actively seeks a diverse applicant pool, with a variety of life experiences. An understanding of Te Āo Māori and Te Tiriti o Waitangi is particularly valuable.

Primary Responsibility – Coordination of Mates and Dates programme

- Liaise with programme sites and contract educators
 - Sign on schools to deliver the programme to, meeting targets for each school term
 - Coordinate logistics for programme delivery
 - Coordinate programme resources and ensure these are supplied to educators
 - Maintain a programme delivery calendar
 - Co-ordinate referral to appropriate support for disclosures that arise during the course of work for RespectEd Aotearoa
 - Manage health and safety for programmes and educators
 - Co-ordinate other RespectEd Aotearoa programmes as required by Youth Programme Manager
- See Appendix A for administration tasks and timeframes

Programme Development and evaluation

- Ensure all programmes are evaluated
- Ensure programme outcomes are identified and achieved
- Remain up-to-date with best practice and research in sexual violence prevention education

Manage casual education team

The programme coordinator is responsible for managing a team of employee and casual contract educators to ensure the Mates and Dates programme is run smoothly in schools in the region.

Responsibilities include:

- Ensuring there is a skilled and ready workforce to deliver the programme and meet targets
- Participate in the recruitment of Educators
- Oversee educators' performance and report regularly to the Youth Programme Manager
- Day to day line management of direct reports
- Represent the needs and concerns of workers to the Youth Programme Manager
- Support culturally respectful practices that nurture diversity
- Report to the Youth Programme Manager educators training or professional development needs
- Support a safe and supportive working environment, including assisting in coordination of regular team meetings and supervision
- Coordinate cover for staff illness

Build and maintain relationships with key partners and clients

- Establish and maintain collaborative relationships with key community partners, including:
 - Secondary schools
 - Alternative education centres
 - Youth education providers
 - Other key youth agencies and NGOs

Contribute to the organisation as a whole

- Attend staff meetings
- Attend meetings with RespectEd Aotearoa Youth Programme Manager
- Attend other agency meetings as needed
- Assistance with content for RespectEd Aotearoa funding applications
- Promotion of the RespectEd Aotearoa prevention projects and RespectEd Aotearoa's aims and objectives
- Networking and profile-building for RespectEd Aotearoa
- Public awareness raising activities
- Any other tasks as directed by the Youth Programme Manager in accordance with RespectEd Aotearoa's strategic objectives

Person Specification

Job-specific skills and experience

- Well-developed analysis of sexual violence
- Understanding of healthy, unhealthy and abusive relationship dynamics
- Strong gender analysis and understanding of experiences of LGBTQIA* people
- Commitment to Te Tiriti o Waitangi
- Ability to work cross-culturally
- Group training or education experience
- Self-motivated and able to take initiative and work independently, including remotely from your manager.
- Experience working as part of or with community organisations, NGO sector and working within a community development framework
- At least 2 years' experience managing a team and proven people management skills
- Leadership skills
- Confident and efficient user of Microsoft office programmes and Google apps
- Strong communication skills and ability to adapt communication style

- Full clean NZ driver's license within six months of starting the role.
- Own vehicle

Desired

- Qualification in education, social work, health promotion, public health, youth work or related area
- Previous experience delivering sexual violence primary prevention programmes, sexuality education or health promotion
- Skills to facilitate group discussions with people of diverse ages, cultures and backgrounds
- Experience in training or education
- Demonstrable experience of working collaboratively across a range of agencies including government and local government

Personal

- Open, honest communicator
- Ethical
- Reliable and conscientious
- Self-motivated and able to take initiative
- Good personal awareness, stress-management skills and self-care
- Commitment to social justice
- Collegial and co-operative working style
- A willingness to challenge own comfort zone, learn from others and challenge own previously held beliefs and behaviours
- Team-player

APENDIX A: Specific Administration Tasks and Timeframes

TASK	TIMEFRAME
Schedule whole terms classes and allocate facilitators	Completed and sent to all facilitators one week before the start of the term holidays
Ensure all booked sessions are on the regional Google calendar with allocated facilitators	Kept up to date on a live basis
Ensure all modules are uploaded on to the Portal	Prior to sessions starting
Ensure all sessions are completed on the Portal	Prior to the 29 th of every month
Initiate the disclosures process within 2 working days of any disclosures	Within two working days
Confirm all modules and create a schedule of all sessions to send to facilitators to gage availability	Two weeks prior to school holidays
Ensure all facilitators attend lesson plan training prior to term starting for year levels they are teaching	Each school holidays
Ensure Reporting and contracts sheet is filled out and up to date for that week	Daily as needed
Disclosure reporting: Portal Completed for all schools worked with in the year	By the end of each term
Disclosure records: Google Complete the sheet on Google drive re disclosure recordables and actions taken	Within two working days of every disclosures
Question box register: Google Ensure is completed for each session taught with question box	Weekly
Observe or team teach each facilitator and provide written feedback	Termly

Name..... Date.....

Signed.....