

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 – Community Mobilisation is responsible for the coordination, delivery and evaluation of RespectEd Aotearoa’s education programmes and community mobilisation initiatives across the country. The position reports to the Programme Manager – Community & Organisational Development.

This is a permanent position for 20-40 hours per week. These hours are to be worked daily Monday-Friday, with some flexibility required for occasional evening or weekend work.

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.

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.

Coordination of training and education programmes

- Liaise with programme sites and contract facilitators
- Coordinate logistics for programme delivery
- Coordinate programme resources and ensure these are supplied to facilitators
- Maintain a programme delivery calendar
- Coordinate referral to appropriate support for disclosures that arise during the course of work for RespectEd Aotearoa
- Communicate with others about the specific programme you are working on, and its connections with the wider work programme
- Seek out new funding opportunities and revenue streams
- Develop timelines, key milestones, consultation processes, risk analysis, and resourcing requirements and provide accurate reporting on the status of work and evaluate the outcome.

Programme Development and evaluation

- Coordinate programme evaluation
- Identify and achieve programme outcomes
- Remain up-to-date with best practice and research in sexual violence prevention and response education and community mobilisation
- Ensure that all programme content reflects the ‘voice’ and values of RespectEd Aotearoa
- Maintain an awareness of issues that may impact on the work of RespectEd Aotearoa

Programme Delivery

- Deliver community development and professional development programmes
- Deliver programmes according to the goals, priorities, principles, values of RespectEd Aotearoa
- Deliver Train-the-Trainer programmes

Build and maintain relationships with key partners and clients

- Establish and maintain collaborative relationships with key community partners, including but not limited to:
 - Businesses, police, non-profit/charity sector agencies, community groups

Health and Safety

- Work safely and take responsibility for keeping self and colleagues free from harm
- Identify and report all incidents and hazards promptly
- Know what to do in the event of an emergency
- Follow all RespectEd health and safety policies and procedures
- Cooperate in implementing return to work plans

Contribute to the organisation as a whole

- Attend regular staff meetings
- Attend weekly meetings with the Programme Manager - Community & Organisational Development
- Actively manage own work and keep Manager informed of progress
- Attend other agency meetings as needed
- Assist with content for RespectEd Aotearoa funding applications
- Promote 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 Programme Manager – Community & Organisational Development in accordance with RespectEd Aotearoa's strategic objectives
- Act in accordance with RespectEd Aotearoa's policies, procedures and code of conduct

Person Specification**Job-specific skills and experience**

- Expert analysis of sexual violence and/or family violence (gender-based violence) and healthy relationship dynamics
- Excellent written communication skills, with strengths in succinct plain English writing and an ability to adapt communication style for a wide range of audiences
- Good knowledge of healthy relationship dynamics
- Strong gender analysis, understanding of experiences of LGBTQIA* people, knowledge of diversity and inclusion, and social cohesion matters
- Commitment to the principles of Te Tiriti o Waitangi
- Ability to work cross-culturally

- Self-motivated and able to take initiative and work independently and deliver to deadlines
- Experience working with community organisations, NGO sector & community development
- Confident user of Microsoft office suite
- Full clean NZ driver's license within six months of starting the role.
- Qualification in education, psychology, social work, health promotion, public health, or related areas
- Skills to facilitate group discussions with people of diverse ages, cultures and backgrounds
- Demonstrable experience of working collaboratively across a range of agencies

Personal

- Open, honest communicator
- Ethical, reliable and conscientious
- Self-motivated, adaptable 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

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

Signed.....