

Role Description

Tātāriki o Te Kāhui Manu

Te Kāhui Co-Manager

April 2024

RESPONSIBLE TO: Youth Arts New Zealand General Manager, the other Te Kāhui Co-Manager

EMPLOYMENT TYPE: Fixed term until November 30th (with the opportunity to work beyond November TBC).

REMUNERATION: \$83,470.40 salary per annum pro-rated for the agreed hours.

HOURS: We welcome proposals between 24 - 32 per week (0.6 - 0.8FTE), please specify in your application. Salary to be adjusted accordingly based on hours agreed with Youth Arts New Zealand.

LOCATION: Tāmaki Makaurau / Auckland

RESPONSIBLE FOR: Work alongside the co-manager to provide operational, outreach and strategic leadership.

PURPOSE OF JOB: To extend and deepen the impact of our Te Kāhui programme by strengthening the capabilities of the Te Kāhui team and programme.

As Te Kāhui Co-Manager, you will be responsible for directing the operational and strategic direction of the programme. Your roles and responsibilities will generally mirror the existing Te Kāhui co-manager with room for movement and division of responsibilities based on interest and expertise.

The ideal candidate will have a process-driven and values-led approach to leadership to provide structure around the growth of team-wide skills. This will look like, but is not limited to, facilitating team meetings and workshops, crafting creative programmes and capturing up-to-date data. This role will require strong organisational and communication skills, as well as a grounding in te ao Māori and a commitment to building cultural competence. Leadership and/or managerial experience elsewhere would be beneficial. As a kaupapa working with youth and those youth-adjacent, we would welcome applications from those of all ages. We hope to welcome somebody with a heart for their community and for providing equitable, accessible opportunities for narrative expression!

Supported by an existing Co-Manager, you will facilitate fortnightly Te Kāhui update meetings. You will be expected to stay up to date on team progress and provide regular updates on your own work to your co-manager and the YANZ General Manager. This will include: managing team workload distribution, facilitating 1:1 meetings with team members when required, and general administration.

The ideal candidate will operate with the initiative to foster and nurture connections with communities and correctional facilities. They will not only seek to sustain the kaupapa, but co-design and support its growth with the rest of Te Kāhui.

Key Responsibilities

Stakeholder Relationship Maintenance

- Building and maintaining relationships with internal and external stakeholders
- Acting as the point of contact for programme-related updates and inquiries.
- Assisting with the programme's social media as needed.

Reporting & Analysis

- Coordinating and presenting regular reports to Youth Arts New Zealand and funders, providing insights into program status, tracking key metrics, and identifying potential challenges as well as solutions to mitigate them.
- Leading the completion of funding applications alongside the existing Co-Manager.

Programme development and idea generation

- Aiding the aim of Te Kāhui to be a champion for advocacy through supporting the development of creative programming with an accessibility and equity focus.
- Co-leading ideation sessions where we craft future visions for the programme.

Team management, communication and support

- Scoping professional development for the team and growth in facilitation and storytelling skills.
- Co-managing Te Kāhui's budget (wages, travel, food, facilitation materials, etc).
- Facilitating Te Kāhui workshops alongside the facilitation team as needed (to be negotiated depending on the project managers' experience with facilitation and/or willingness to facilitate).
- Facilitating opportunities for conflict resolution, should the need arise.

Team engagement and communication

- Co-facilitating fortnightly Te Kāhui update meetings and staying current on team progress and goals.
- Provide guidance and support for the team with regular one-on-one check-ins.
- Commitment to fostering a strong working relationship with the team.
- Maintaining open lines of communication with the team and other stakeholders. This will include using emails, Slack, Canva, Monday.com and potentially social media. Training on these platforms will be provided where necessary.
- Attending regular meetings and/or strategic meetings with YANZ management.

You acknowledge that your role may evolve to include other duties and responsibilities in addition to those listed above, plus any other tasks we may reasonably ask you to complete. The evolution of your role will be negotiated with you when necessary.

