



Auckland
**Women's
Centre**

Kaimahi Hapori

Single Māmās Whānau Well-being Project

The Auckland Women's Centre is a vibrant feminist community agency providing a range of services such as Women's Support; (support, information, advice and referral), counselling, support groups; learning opportunities, community forums and a library. We work in collaboration with other women's groups to encourage community development initiatives and to advocate collectively for gender equality.

The role – This exciting new initiative is to provide wāhine Māori and other single mums with support, networks and strategies to build on their own strengths as mātua of flourishing tamariki; form connections; share life strategies and learn SKIP positive parenting tips; and develop peer support and leadership skills.

You will initiate the formation of a number of small, supportive and inclusive single-māmā-and whānau rōpū in low-income communities in Auckland based at venues such as marae and community centres.

Hours per week: This is a pilot project for 20 hours per week to 29 October 2021. We will review the project in July 2021, to decide whether to continue it beyond October 2021. Please see the Job Description below for more info.

Start date

As soon as possible; no later than Tuesday 28 April.

Wages and conditions

\$29.83 per hour, with an annual cost of living increase on 1 July. We provide a warm and collegial working environment and five weeks annual leave.

Applications

Please supply a covering letter, a copy of your curriculum vitae (including the contact details of two verbal referees) and a completed application form (below) to akcentre@womensz.org.nz or the Centre before **10am, Monday 16 March**.

Please note: no application will be considered without a covering letter, a CV and a completed application form (below).



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Job Description – Kaimahi Hapori

Objectives of the Role: The purpose of this position is to establish and support a number of small rōpū around the Auckland region for single māmās and their whānau in low-income communities.

This exciting new initiative is to provide wāhine Māori and other single mums with support, networks and strategies to build on their own strengths as mātua of flourishing tamariki; form connections; share life strategies and learn SKIP positive parenting tips; and develop peer support and leadership skills.

Hours per week: This is a pilot project for 20 hours per week to 29 October 2021. We will review the project in July 2021, to decide whether to continue it beyond October 2021.

Role Description:

1. Initiate the formation of small supportive and inclusive māmā and whānau rōpū in low-income communities in Auckland based at venues such as Marae and community centres.
2. Co-design the specific tikanga and activities of each rōpū with the participants, utilising a kaupapa Māori approach. For example this may take the form of small wānanga and informal hui, and then lead on to parent-led peer-support neighbourhood get-togethers and activities.
3. Use a strengths-based, non-judgmental community development approach to support the resulting parent-led communities.
4. Explore the possibility, with participants, of inviting local kuia to be part of the project to provide cultural support, knowledge and role modelling.
5. Set up project social media accounts on whichever platforms participants prefer, and use social media to support whānau in between get-togethers.
6. Offer participants opportunities to organise their own small local community groups and events, and empower them to do this.
7. Serve as a member of the project Steering Group. This group will be made up of: the coordinator, the Centre Manager, and one Māori members of the AWC Collective. Initially the Steering Group will meet as needed, but once the project is underway it will meet once every 6 weeks.
8. Connect with other agencies that work with wāhine Māori and other single mums.

9. Work with the Evaluation Consultant and Māori advisors to gather evidence of the efficacy of the position.

Reporting:

- The Coordinator reports to the Auckland Women's Centre, Centre Manager. She will meet fortnightly with the Centre Manager to report on progress and achievements and to receive guidance and support.
- The Coordinator will produce a brief, monthly, written report to the AWC's Manager to be included in the Manager's monthly report to the Governance Collective. It will also be given to the Project Steering Group.

Key relationships:

The Coordinator will build and maintain excellent relationships with:

- The Manager of the Auckland Women's Centre
- The participants of the project
- Staff at community locations used for rōpū activities
- AWC staff

Be an active staff member of AWC:

- Where practical, the Coordinator will participate in AWC team building events and special AWC activities, such as the AGM.
- Keep all financial source documents up to date including time sheets and mileage claim forms, and provide GST receipts for any expenditure. Take good care of all equipment and resources and report any damages or loss to the Manager.
- The Coordinator will ensure that all aspects of her work are consistent with AWC's mission statement, philosophy, constitutional objectives, strategic plan, protocols and policies.

Person Specifications:

- Knowledge and understanding of mana wahine, te ao Māori and tikanga Māori
- Knowledge and understanding (and ideally lived experience) of single parenthood
- A strong commitment to intersectional feminism
- Knowledge and understanding of the various factors which can impact on the lives of single māmās, both positively and negatively, including cultural alienation

AUCKLAND WOMEN'S CENTRE

APPLICATION FORM

Purpose

This information is collected for the purpose of assessing your suitability for employment at the Auckland Women's Centre.

Please print

Your name: (in block capital letters)

Surname:

Given Names:

1. Your contact information:

Number and street:

Suburb and city:

Home phone number:

Best contact times:

2. Immigration Status:

Are you a citizen of New Zealand? Yes/No

If no, do you have the right of permanent residence? Yes/No

If no, do you have a work permit?
(Passport verification required) Yes/No

3. Your health: Do you have any known condition or illness which may affect your ability to effectively carry out the functions and responsibilities required of this position?

Yes/No

(If yes, please specify)

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4. If your application is successful, when could you commence employment?

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5.1 Have you been convicted of a criminal offence? Yes/No

5.2. Are you awaiting the hearing of charges in a civil or criminal court of law? Yes/No

6.1. For the purposes of compliance with the Privacy Act 1993 do you consent to the Auckland Women's Centre contacting your referees for the purpose of reference checking? Yes/No

6.2. I (full name) consent to the organisation obtaining criminal information for the purpose of assessing my suitability for this position.

6.3. I (full name) acknowledge that if a police check reveals information that the Auckland Women's Centre considers makes me unsuitable for this position, my employment will be terminated without notice.

6.4. I (full name) declare that to the best of my knowledge the answers in this application are correct. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, or a police check is unfavourable, I will not be accepted, or if I am employed, my employment will be terminated.

7.1. I (Full name) hold a clean, current drivers licence.

7.2. Do you have access to a vehicle for work purposes? Yes/No

Signed:.....

Date
