

## **AWC Single Mums' Support Coordinator Job Description**

### **1. Purpose of the role**

Single mothering is the hardest job in the world and often mums are doing it 24/7. There is also a stigma against single mum beneficiaries in Aotearoa/New Zealand. The purpose of this role is to build connection and community amongst single mums. The role will reduce the isolation of single mums, create a feeling of 'we're in this together', reduce feelings of being stigmatised and share SKIP Positive Parenting strategies.

This role will create opportunities for single mums to get support from each other and for the single mums to feel a sense of belonging to the AWC community and be aware of the opportunities provided by AWC and by the wider community.

### **2. Outputs**

- Coordinate and facilitate Single Mums on Sundays (SMOS), which runs on the last Sunday of the month from 12.30pm - 3pm. This is a welcoming, non-judgmental space for single mums to meet other single mums and gain support.
- Organize at least 3 childcare workers to work at each event from AWC's 7 possible childcare workers. Their job is to encourage the children to play so that the mums have the opportunity to connect; and also to keep the children safe.
- Coordinating and hosting the Single Mums and their Children Christmas party – usually held on the second Sunday in December.
- Promote the events so that single mums across Auckland know about them and feel welcome to participate.
- Maintain a database of single mums who wish to be part of the project.
- Coordinate Kiwiharvest to deliver rescued food for each event.

### **3. Outcomes**

Single Mums will:

- Develop friendships with other single mums.
- Gain a sense of being connected to other single mums.
- Have fun and enjoy the meetings and events.
- Feel accepted by others in the group.
- Find the group a safe space to admit things that they are struggling with, for example, their anger towards their children.
- Find they are not the only one dealing with these feelings and experiences; this will be a huge relief and they will value that the group is non-judgmental.
- Be more confident and optimistic about their whānau/family's future.
- Feel validated and supported, which increases their feelings of self-worth.
- Be more familiar with local support agencies and organisations.
- Feel a sense of belonging to the AWC community and be aware of the opportunities provided by AWC.

Their children will:

- Feel welcome at every event.
- Enjoy their interaction with the other children and the adults at the event.
- Older children will look forward to the next event

### **4. Reporting**

Reports to: Centre Manager

- Contribute to the monthly written report to the AWC Governance Collective edited by the Manager. This will involve writing a very brief bullet point report on the Coordinator's work

emailed to the Manager by the Wednesday following the last Single Mums on Sunday's meeting.

**5. Hours of work**

The Coordinator will work approximately 10 hours on each event, with a total of 12 events per year. 10 of these events are held on the last Sunday of the month, the additional events are the two celebratory events. The Coordinator will keep a timesheet and the hours may be increased if the Manager feels this is necessary.

**6. Personal specification**

- Knowledge and understanding of the various factors which can impact on the lives of solo mother families, both positively and negatively.
- A working knowledge of feminism.
- A commitment to the Auckland Women's Centre, its philosophy and its work.
- An awareness of Te Tiriti o Waitangi and its implications for community groups.
- An understanding and commitment to the Positive Parenting philosophy.
- Initiative and leadership strengths alongside the ability to think conceptually and reflectively.
- A strong understanding of the ethical issues that may arise when working with solo mothers and the ability to self-monitor so as to maintain healthy and ethical boundaries with all Centre users and staff.
- Good facilitation skills including the ability to create and maintain positive group dynamics.
- Excellent people skills.
- The ability to work well cross culturally.
- Skills in self-direction including time management, self-awareness, problem solving, personal organisation, and the ability to work unmonitored at times.

This job description has been agreed to by:

<b>Leonie Morris</b> <b>Auckland Women's Centre Manager</b>	<b>Single Mums Support Coordinator</b>
--	--

Date: