



**Te Wāhi Wāhine o
Tāmaki Makaurau**
AUCKLAND WOMEN'S CENTRE

Job Description – Youth Coordinator (YC)

Tuia Te Papa is the name of our Rangatahi Engagement project, which refers to the weaving of connections across Papatūānuku. Tuia Te Papa seeks to support high school taura across Tāmaki Makaurau, through a kaupapa of hauora, manaakitanga and intersectional feminism and/or mana wāhine. The project supports the establishment and/or development of intersectional feminist and/or mana wāhine youth-led groups in high schools across Tāmaki Makaurau.

The main goal of the YC at Te Wāhi Wāhine o Tāmaki Makaurau (WWTM) is to support and empower young women by increasing their awareness of intersectional feminism, and by increasing their self-confidence and skills in positive community building.

The YC will work together with the Rangatahi Māori Coordinator (RMC) to lead this project.

Together the two Coordinators will: create opportunities for high school visits; visit high schools to speak with students, in clubs and classes; conduct social media engagement; and organise occasional events for rangatahi/youth outside the high school environment. Whilst Tuia Te Papa has developed solid foundations from our previous coordinators, we are excited for our new kaimahi to lead the project according to their own backgrounds and whakaaro - with guidance from the whānau at WWTM and external support.

Objectives of the Role:

Tū toa mana wāhine, kia kaha, kia māia, kia manawanui

Stand victorious, be strong, be courageous, be unwavering

The YC aims to **support and empower** all the following for rangatahi:

1. **Engagement with kaupapa** that supports the community potential for equity, justice and self-determination, such as mana wāhine, decolonisation and intersectional feminism.
2. **Whanaungatanga** via tuakana-teina relationships.
3. **Manaakitanga** – via kōrero and wānanga around hauora, manaakitanga and mana wāhine with practical and powerful strategies.
4. **Inclusion and social cohesion** – a space is created where whakawhanaungatanga enables taura to discuss and express their identities positively.
5. **Social equity** from involvement in local projects and wānanga which enhance the collective position of rangatahi and their family/whānau.

Tasks:

1. Work alongside the Rangatahi Māori Coordinator to establish and maintain support of rangatahi/youth-led groups in high schools engaging with kaupapa that support potential for equity, justice and self-determination, such as mana wāhine, decolonisation and intersectional feminism.

2. Provide resources and advice to students/groups interested in engaging with such kaupapa.
3. Work with the RMC to enable rangatahi groups to support each other, for example by organising wānanga for tauira from different schools across Tāmaki Makaurau to whakawhanaungatanga, learn together and support each other in their journeys.
4. Create and post content on the Tuia Te Papa Instagram account (and other social media accounts as appropriate) for rangatahi to connect to.
5. Undertake culturally appropriate professional development throughout the year ie. disclosure training to support safe work with rangatahi where sensitive topics may arise in wānanga.
6. Attend relevant regional and national hui, organised by Kaupapa Māori and other organisations, and mobilise rangatahi to attend.
7. Receive ongoing external supervision.
8. Work with the Evaluation Consultant to gather evidence of the efficacy of the Tuia Te Papa programme.
9. Serve on the Tuia Te Papa Project Steering Group which meets once every six weeks. This group is made up of: the RMC, YC, Centre Manager – Programmes, and three rangatahi development experts, to co-create a strategic work plan for the project.
10. With the consent of those involved, take photos of the project for WWTM's comms work.
11. Together with the RMC, write a page about Tuia Te Papa for the WWTM annual report.

Reporting:

- The YC reports to the Centre Manager – Programmes (CMP). The two will meet fortnightly for the YC to report on progress and achievements, and to receive guidance and support.
- The YC will produce a brief, monthly, written report to the CMP to be included in the CMP's monthly report to the Governance Board. It will also be given to the Rangatahi Project Steering Group.

Key relationships:

The YC will build and maintain excellent relationships with:

- The Rangatahi Māori Coordinator
- The Centre Manager – Programmes, other WWTM staff and our evaluator
- Rangatahi/youth in high schools around Tāmaki Makaurau, such as the leaders of the High School Mana Wāhine, Intersectional Feminist and Social Justice oriented groups
- High school staff/members who can facilitate meeting interested rangatahi/youth
- The members of the Tuia Te Papa steering group

Be an active staff member of WWTM:

- Where practical, the YC will participate in WWTM team building events and special activities, such as the AGM, staff retreats and Mihi Whakatau for new staff.

- The YC is to keep all financial source documents up-to-date including time sheets and mileage claim forms, and provide GST receipts for any expenditure. The YC is to take good care of all equipment and resources and report any damages or loss to the Manager.
- The YC will ensure that all aspects of their work are consistent with WWTM’s mission statement, philosophy, strategic plan, protocols and policies.

Person Specifications:

- Knowledge, understanding of and passion for intersectional feminism
- A desire to develop and grow one’s knowledge and understanding of Te Reo Māori me ona tikanga (already holding some knowledge is a bonus)
- An awareness of Te Tiriti o Waitangi and its implications for community groups
- A strong commitment to intersectional feminism and decolonisation
- Knowledge and understanding of the various societal factors which can impact the lives of young women
- Being reliable, proactive, internally motivated, conscientious
- Excellent verbal communication skills and strong interpersonal skills
- Digital and social media skills/experience
- Ability to work under pressure and to meet deadlines
- 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 young people and the ability to self-monitor so as to maintain healthy, respectful and ethical boundaries
- A commitment to WWTM, its philosophy and work
- The ability to get around Tāmaki Makaurau to visit schools, for example a clean, current driver’s license and access to a reliable car for work use (WWTM pays mileage)
- Excellent organisational and project management skills
- Being double-vaccinated against Covid-19 as the position requires on-site visits to schools

<p>This job description has been agreed to by:</p> <p>Centre Manager - Programmes</p>	<p>Youth Coordinator Date:</p>
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