

## Rerenga Awa | Canterbury Youth Workers Collect

### Coordinator Role Description

#### Vision

A well supported, connected and professional youth development sector.

#### Mission

To work collaboratively to strengthen the youth development sector to meet the needs of young people.

#### Goals

1. Support the youth development sector to continually raise the standards of practice
2. Connect the youth development sector
3. Support the youth development sector to understand and uphold Te Tiriti and encourage genuine bicultural practice
4. Champion positive youth development
5. Be responsive to the needs of the youth development sector

#### Values

- Inclusive
- Collaborative
- Bicultural
- Ethical
- Strength Based

Position:	Coordinator
Reports to:	Rerenga Awa   CYWC Manager
Parameters of Role	24 - 32hrs ( <i>negotiable</i> ) Permanent, ongoing
Staff Reporting to Position:	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Primary Objective of Position:	To coordinate trainings, events and network meetings, and provide administrative support to Rerenga Awa   Canterbury Youth Workers Collective.
Functional Relationships With:	Rerenga Awa   CYWC Staff, Board, Kaumatua and Tangata Whenua Kaitohutohu Youth Development Workers Youth Organisations Government and Community Organisations Funders
Delegation:	[Outline of roles/groups]
Key Tasks and Duties:	<p>General Administrative and Coordination functions of Rerenga Awa:</p> <ul style="list-style-type: none"> <li>•Coordinate trainings, networking events and Big Events (including booking venues, catering, facilitators etc)</li> <li>•Be an active presence at all events</li> <li>•Maintain a Youth Services Directory</li> <li>•Maintain a Rerenga Awa training and event calendar for the year, including significant sector events</li> <li>•Maintain the Membership Database</li> <li>•Prepare Membership documents</li> </ul>

- Provide all pre and post event administration support

#### Website and Communication

- Monitor and update website regularly
- Collate and regularly disseminate relevant sector information for the Youth Sector through the weekly e-newsletter and social media
- Advertise Rerenga Awa events on social media

#### Public Events Planning (Big Events)

- Support Rerenga Awa Manager to coordinate and manage youth workers at public events, including attending events and all briefings
- Follow up with event organisers as directed
- Prepare gear
- Buy food, refreshments and any other gear required

#### Membership

- Prepare applications for membership committee when interviewing
- Organise interviews for applicants
- Manage online membership database

#### Support Rerenga Awa Bicultural Projects

- Support with minute taking and meeting coordination for Tangata Whenua Kaitohutohu
- Coordinate monthly Māori Youth Workers hui
- Support with Code of Ethics Noho Marae

#### Financial Support

- Collect relevant mail and staff receipts, file copies and prepare for Rerenga Awa Financial Administrator to process

#### Youth Voice Canterbury Administration

- Support YVC Management team with administration

#### Rerenga Awa Board Support

- Prepare agenda and send to committee members in a timely manner prior to board meeting
- Send meeting invitations and reminders
- Book meeting rooms
- Take meeting minutes
- Update action register post-meetings

#### Online Trainings

- Set-up training window and collect registrations
- Induct training facilitators to the online training platform
- Provide technical support during trainings
- Record training analytics for funding accountability reports
- Upload training recordings to Rerenga Awa website.

#### Other Duties

- Electronic filing

	<ul style="list-style-type: none"><li>• Photocopying and printing</li><li>• Attend/support CYWC events and activities coordinated by other CYWC staff if required</li><li>• Any other duties supporting other staff as required</li><li>• Ensure administrative duties are completed in compliance with the organisational policies</li></ul>
Professional and Personal Development	<ul style="list-style-type: none"><li>• Develop a professional and personal development plan with the Rerenga Awa Manager. We commit to providing professional mentoring, supervision or coaching as suits the successful applicant.</li></ul>