Nāku to rourou nāu to rourou, ka ora ai te iwi

With your basket and mine the people will thrive

**Position: Kaiwhakahaere Rauemi/Programme Manager, Strathmore Park Community Centres**

Reports to:Kaiwhakahaere Matua/Manager, Strathmore Park Community Centre Trust

The Strathmore Park Community Centre Trust operates two facilities in Strathmore Park, Wellington: Te Tūhunga Rau on Strathmore Avenue and the Raukawa Community Centre. The Programme Manager role works across both locations to of this centre. You will be responsible for the growth, development and delivery of programmes in the Strathmore Park community. You also need to contribute to a variety of tasks to assist the functioning of the centres.

**Relationships and culture – Whakawhanaungatanga**

* Acknowledge the unique place of Māori and Te Tiriti o Waitangi
* Provide a primary point of contact for the service providers and other organisations that deliver, or have the potential to deliver or support, programmes at Strathmore Park Community Centres
* Champion a positive culture across both facilities through enthusiastic and open communication and collaboration with visitors, providers and staff
* Maintain active relationships and visibility in the community centres to understand community members needs, identify gaps and ensure programmes are effective
* Encourage community engagement, collaboration and participation in centre life and programmes
* Help meet the needs of people engaging with the centres through facilitating connections to service providers, and opportunities are developed to improve wellbeing
* Proactively promote the public profile of the centres to support growth, development and utilisation of programmes
* Mana Tangata - Represent the mana of SPCCT and its people

**Programme and content – Te Kaupapa nui/Whakapakari whānau**

* Lead the development of a programme of activities and events that enables the centre to play a helpful role in lives of regular users and community members more generally
* Ensure programme content is relevant and suitable for community members
* Enable community-led programme development in and/or from the centre
* Identify opportunities for improvements and developments of programmes for the centres, and take active steps to address gaps and issues
* Proactively establish and develop partnerships with organisations to support the delivery of programmes and events at the centres
* Manage programmes within available resources
* Together with the Kaiwhakahaere Matua/Manager, promote and secure sponsorship and funding opportunities for programmes
* Manage, engage and monitor programmes delivered by third parties, and support them to deliver to a high standard
* Promote usage of the centres for private functions and community groups
* Ensure that appropriate health and safety systems and procedures are followed by service providers

**Outreach – Mahi o te hapori**

* Raise the profile of the centres through supporting external public events or other community initiatives sponsored or supported by SPCCT
* Whilst giving first regard to needs at the centre, instigate community engagement or events outside of the centre where the event enables centre growth, (for example Neighbours’ Day).
* Grow opportunities for delivery of services off site, for example other areas or locations important to the community
* Engage users in the wider Strathmore Park environment, for example, a walking group that starts and ends at the centre

**Support staff management – Manaaki tāngata**

* Assist the Kaiwhakahaere Matua/Manager with the recruitment and retention of a pool of casual staff to provide support to the centres and relieving capability
* Assign tasks to Kaimanaaki/Host staff to assist with programmes and events
* Provide guidance and feedback to the Kaimanaaki/Host staff

**Volunteers – Tūao**

* Assist the Kaiwhakahaere/Manager to establish and support volunteer programmes and policies
* Provide appropriate incentives and recognition for volunteers involved in programmes and events
* Ensure relevant volunteers have access to training and other development opportunities
* Monitor volunteer culture and ensure, to the best of your ability, a healthy and safe environment for volunteers

**Building management and administration – Mahi whakahaere**

* Responsible for open/public hours at Te Tūhunga Rau, as agreed with Kaiwhakahaere Matua/Manager
* Along with your colleagues, manage any facility booking system and processes
* Along with your colleagues, maintain administrative services for the centres including file management, telecommunications, equipment etc.
* Along with your colleagues, ensure Te Tūhunga Rau is well organised and kept clean and tidy to a high standard
* Maintain a safe work environment by identifying and rectifying any hazards

**Marketing and communications – Whakawhitiwhiti kōrero**

* Actively manage the centres’ Facebook page
* Provide content for other communications, eg e-newsletter
* Produce simple marketing material, eg posters using Canva
* Uphold the brand values of SPCCT and ensure the brand values are maintained in all written, designed and digital communications

**Reporting - Pūrongo**

* Create written programme plans
* Produce reports that feature data and information, including measuring impact and strategic goals, for reporting internally or for external funders or providers
* Report any health and safety incidents or potential hazards immediately to the Manager
* Maintain any reporting requirements related to your performance

**Person Specifications**

* Commitment to the values of the Strathmore Park Community Centre Trust, and a passion to see our communities thrive
* Engages easily and confidently with people from all ages, backgrounds and cultures, with natural empathy and interest in peoples’ lives
* Experience in building relationships with external partners
* Is a self-starter, with confidence and initiative to innovate and deliver programmes and events
* Works well in a team, and willing to pitch in when needed
* Strong written communication skills
* Proficient in managing documents online, and managing a Facebook page
* Ability to lead and inspire others, including volunteers
* Shows understanding of, and commitment to Te Tiriti O Waitangi as our guiding document, is willing to grow and learn, to apply kaupapa Māori practices that are embracing of all communities