



Kaiwhakahaere Job Description

TITLE OF POSITION	Kaiwhakahaere
POSITION TYPE	This position is a full time position, 40 hours per week. This position operates in accordance to the Sport Taranaki Flexible Working Hours policy and requires some out of hours work.
OFFICE LOCATION	New Plymouth, however regular travel to other parts of Taranaki required
REPORTS TO	CEO

ABOUT SPORT TARANAKI

Sport Taranaki is a community focused organisation whose role is to identify and respond to the sport and physical activity needs of people of all ages in the Taranaki region through the delivery of a variety of programmes.

The organisation and its staff adopt the following vision, mission, values and principles.

Vision: "To ensure we have an active healthy Taranaki"

Mission: "To lead and support sport and active recreation in Taranaki"

Values:

- Professionalism – 'Always bring your A game'
- Passion – 'Right people, right attitude, right outcomes'
- Community Focus - 'Achieving goals together'
- Leadership – 'Lead by example'

Principles:

1. Sport Taranaki will provide an equality of service across the entire Taranaki region
2. Sport Taranaki will support all people to participate in the physical recreation and sport activities of their choice.
3. Sport Taranaki considers the needs of Maori in all planning and processes and adopts these outcomes in all day to day operations.
4. Sport Taranaki has an ongoing commitment to encourage participation by Maori in sport and active recreation

Strategic Outcomes 2014 - 2018

- An effective and viable organisation
- More people participating in sport and active recreation in Taranaki
- Recognised and respected as the lead agency for sport and active recreation in Taranaki

HEALTH & SAFETY

Sport Taranaki staff members are responsible for:

- Becoming familiar with and abiding by all applicable policies and guidelines;
- Following established procedures to ensure safe performance of a given task;
- Reporting all occupational injury, illness, near miss incidents, fire, regardless of its severity, to a manager;
- Reporting hazards which may result in an injury, illness, fire to a manager;
- Advising colleagues and relevant staff members when unsafe acts and/or conditions occur;
- Correcting unsafe conditions when appropriate, possible and safe to do so;
- Behaving in a manner which does not endanger the health and safety of themselves, other employees or participants.

ABOUT THE ROLE

Kaiwhakahaere facilitates Sport NZ's national programme - He Oranga Poutama. He Oranga Poutama is a Sport New Zealand initiative to increase participation and leadership as Māori in sport and traditional physical recreation at community level.

He Oranga Poutama programme has an emphasis on:

- Kaiwhakahaere participating as leaders in their community
- Increasing opportunities for whānau to explore, learn and participate as Māori in sport and traditional physical recreation
- Revitalisation and further development of sport and traditional physical recreation.

KEY OUTCOMES OF ROLE

- Increased participation of Māori in sport and traditional physical recreation at community level.
- Increased leadership as Māori in sport and traditional physical recreation at community level.

SPECIFIC RESPONSIBILITIES AND TASKS

Assess all potential HOP activities with the Te Whetu Rēhua guide to meet as-Māori criteria.

- Assessment of all HOP activities using Te Whetu Rēhua guide is completed.
- All activities score between 10 and 15

Kaiwhakahaere participating as Leaders in their community

Kaupapa Māori Sports Leadership

Support the development and capacity within Kaupapa Māori sports groups (minimum of four)

- Aotea MWWL Māori Netball
- Taranaki Māori Rugby Union
- Taranaki Whānui Māori Rugby League
- Otaikokako Waka Ama Club

Increased opportunities to participate in sport and traditional physical recreation

- Taranaki Tū Mai – bi-annual event for 8 iwi of Taranaki; whanaungatanga/sports/Kapahaka event in 2013 and 2015.

Development / Revitalisation of sport & traditional physical recreation

- Revitalise Traditional Sports Ki o Rahi by establishing an annual event
 - Deliver Ki o Rahi workshops to volunteers, teachers, parents to enable them to promote
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- and play the game in their own spaces
 - Kapa Haka promotion – promote and encourage kapa haka to iwi, marae, kura Kaupapa and Kohanga

Cultural support

- Identify and foster opportunities for non-Māori to engage in learning and understanding about tikanga Māori and traditional physical recreation

He Oranga Mokokopuna (Mama Pepe)

- To work collaboratively with Taranaki District Health Board, Tui Ora and Heart Foundation to deliver the He Oranga Mokokopuna programme.

Support Roles

- Supporting the Green Prescription programme (a written recommendation for a patient to be more active as part of their health management) as required.
- Supporting the Whanau Pakari programme (a multi-disciplinary intervention for child and adolescent weight issues) programme when required
- To deliver Skills4Life into kura

Computers

- Can confidently use Microsoft Word, Excel, Powerpoint and Outlook

Data Collection

- Work collaboratively with staff for the collection of necessary data

Professional Development

- Participation in both internal and external training opportunities.
- Attend He Oranga Poutama annual hui

General

- Fully support the philosophy, culture and policies of Sport Taranaki and the Regional Sport and Physical Activity Strategy.
- Complete and report on monthly goal sheets
- Adhere within budget parameters
- Act in accordance to the corporate values of Sport Taranaki

KEY FUNCTIONAL RELATIONSHIPS

Iwi
Marae
Tui Ora
Tu Tama Wāhine
Maori Woman's Welfare League
Kohanga Reo
Kura Kaupapa Maori
Kaumātua
Te Puni Kokiri
Parininihi ki Waitotara (PKW)
Territorial Authorities
Ministry of Health including Taranaki District Health Board and Primary Health Organisations
Ministry of Education
Sport NZ
Regional Sports Organisations and Clubs

**AUTHORITY
LEVELS**

Programme Budget*	TBC
Authorisation to Hire	No
Authorised to sign Contracts	No
No. of Staff	0

*Expenditure requires sign off from Programme Manager

SKILLS REQUIRED**Leadership**

- Can motivate and provide direction to Iwi, Kohanga Reo, Kura, Kaumātua and Roopu using a range of different strategies
- Can develop a rapport and an environment of trust and respect
- Can influence Territorial Authorities, Taranaki District Health Board and other mainstream stakeholders

Strategic Planning

- Can think strategically and undertake the relevant research and community consultation to form the basis of a strategic plan
- Can develop and implement strategic plans in collaboration with partners for long term sustainability

Fostering Partnerships

- Can build and maintain relationships and identify collaborative opportunities

Communication Skills

- Can communicate confidently, clearly and articulately in both verbal and written communication (including reports)
- Can modify communication style to reflect the needs of the people and situation
- Can confidently make public presentations
- Can communicate in Te Reo

Programme Development and Implementation

- Can undertake research to establish the programme needs of the community
- Can interpret results research to develop programmes that meet the needs of the community needs
- Can successfully implement programme plans
- Can successfully implement evaluation tools to monitor programme success

Time Management Skills

- Can juggle multiple tasks and meet competing deadlines
 - Can work outside normal working hours as and when required
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**EXPERIENCE
REQUIRED**

Worked in Maori settings
Matauranga Maori – te reo me ona tikanga

**QUALIFICATIONS
REQUIRED**

Qualification in Health and Fitness or Sport and Recreation preferred

NAME

SIGNATURE OF EMPLOYEE

DATE
