

POSITION DESCRIPTION

Position: Youth Connector – training

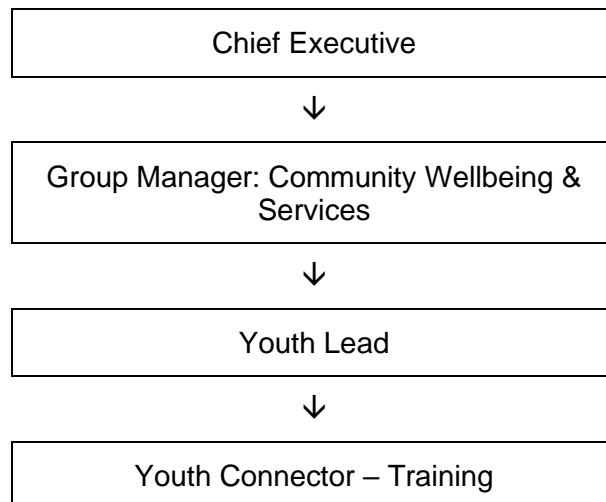
Team: Youth Development

Group: Community Wellbeing and Services

Responsible To: Youth Lead

Responsible For: N/A

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeing, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Community Wellbeing and Services Group. The Group includes Aquatics and Splash Planet, Hastings Sports Centre, Camberley Community Centre, Flaxmere Community Centre, Hastings District Libraries, Te Whare Waiaroha, Security, Senior Housing, Community Development, Youth Development, Community Safety, Welcoming Communities, Community Grants, Hastings City Art Gallery and Toitoti.

The purpose of this position is to encourage and implement a positive youth development approach to help support all rangatahi by increasing their overall wellbeing. This is so rangatahi are empowered and equipped with the skills necessary to be able to succeed in, contribute to and enjoy their lives to reach their full potential.

Since 2017 Council has been working with rangatahi aged 16-24 years to support them into employment. Our goal is to have 100% of rangatahi in education, training and/or employment

In 2018, Council successfully applied for funding to the He Poutama Rangatahi Pilot Programme (HPR) funded through MBIE.

HPR aims to support communities to develop pathways for rangatahi (aged 16-24) that are not currently in employment, education or training and take them through to sustained employment, underpinned by intensive holistic wrap around care.

Due to the success of this programme in 2023, MSD funded an additional 3 years to extend the existing approach and to further grow the programme. This includes a having the appropriate support and holistic care in place for rangatahi.

Key work areas for which this position will have a responsibility are:

- Actively and positively participating as a member of the Youth Employment Team
- Implementing Council's approach to pathway rangatahi into employment through:
 - Developing employment and training pathways – including pre-employment programmes/mentoring/drivers licencing.
 - Connecting with the Employer Connector to identify employment opportunities.
 - Utilising the established database to monitor and support rangatahi in the workplace.
 - Provide detailed case studies for reports
 - Coordinate all training for rangatahi registered to the Serving Up Success (SUS) programme.
 - Work alongside Youth Connector & Employment Connector to identify suitable rangatahi for the programme.
 - Liaise with training providers to enrol rangatahi
 - Attend team meetings and case management to provide regular progress reports on rangatahi
 - Develop processes to ensure all components of the programme are clearly communicated and executed.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the Manager from time to time.

Important Functional Relationships

External

Rangatahi and their whānau
Community Groups & Youth
Service providers
Government & NGO groups
Police
TPK
Iwi
Schools

Internal

Group Manager Community
Wellbeing and Services
Community Development
Team
Youth Lead
Mahi for Youth Team
Flaxmere and Camberley
Community Centres

Committees/Groups

Community Wellbeing
Subcommittee

Person Specification

Qualifications

- A relevant tertiary qualification and/or experience in youth work is essential.
- Relevant experience in planning/programming youth activities.

Knowledge/Experience

- Working with rangatahi
- Familiar with the Te Tiriti o Waitangi and how it is applicable to this role
- Knowledge of Te Reo Māori and Tikanga Māori
- Excellent skills in dealing with people from all sectors of the community
- Competent in Microsoft Office products

Key Personal Competencies

- A commitment to exceeding client's expectations
- Computer literate (working knowledge of Word, Excel, email, databases)
- Excellent organisational, planning and administration skills
- Risk management
- Time management and punctuality
- Relationship management
- An understanding of the principles of the Te Tiriti o Waitangi, and their application in the community and workplace
- Able to work well under pressure and to prioritise work
- Excellent verbal, written and interpersonal communication skills
- Excellent listening and observation skills
- Calm and professional manner
- Positive role model & mentoring – being consistent in behaviour, generating confidence and displaying commitment to others
- Ethical practice and the ability to maintain professional boundaries

Personal Attributes

- Passion for the community, whānau and rangatahi
- Desire to achieve and a positive attitude
- Ability to work well under pressure
- Ability to work with a minimum of supervision
- Continuously looking for ways to improve
- Strong and sound decision-making skills
- Strong proactive approach and ability to initiate action
- Results focused
- Cultural competency
- Empathy
- A full driver's license