



Safer Mid Canterbury Hakatere Haumaru

Together we're safer ♦ Me uru kahikatea

Job Description

Position:	Hakatere Multi Cultural Council Coordinator
Location:	Safer Mid Canterbury Offices, Ashburton
Hours:	24 hours per week
Date Issued:	January 2024
Reports to:	Safer Mid Canterbury Team Leader - (Operational Level) Hakatere Multi Cultural Council Board - (Strategic Level)
Purpose:	To support the development of the Mid Canterbury District community in its diversity. To assist newcomers and migrants to settle, participate, and integrate into community life. To assist newcomers and migrants to feel at home and a part of the Mid Canterbury community, while maintaining their own sense of cultural identity that is seen, heard and celebrated.



Hakatere

Multi Cultural Council

Hakatere Multi Cultural Council

VISION

Through our total commitment to newcomers and migrants, we work to create and nurture a culture of understanding and acceptance in Hakatere so that people from different ethnic and cultural backgrounds will feel welcomed by our community as a whole.

MISSION

To support migrants and newcomers to find their place, settle in and thrive in our community.

Qualifications:

No particular formal qualifications are required for this position. The coordinator will have an understanding of migrants and newcomers and the issues they face, with evidence of learning and/or experience in this area.

Functional Relationships:*Internal to Safer Mid Canterbury*

- ❖ Safer Mid Canterbury General Manager
- ❖ Safer Mid Canterbury Trust Board
- ❖ Safer Mid Canterbury Financial Administrator
- ❖ Safer Mid Canterbury staff and volunteers
- ❖ Safer Mid Canterbury Team Leader

Internal to Hakatere Multi Cultural Council and Mid Canterbury Newcomers Network Inc. (HMCC and MCNN):

- ❖ HMCC Chairperson
- ❖ HMCC Board
- ❖ HMCC volunteers
- ❖ HMCC Secretary / Treasurer

External to Safer Mid-Canterbury and HMCC

- ❖ Migrants, refugees and newcomers
- ❖ Cultural groups
- ❖ Clubs and societies
- ❖ NGOs
- ❖ Churches, mosques, and other religious groups
- ❖ Government agencies
- ❖ Project specific focus groups
- ❖ Welcoming Communities / District Council
- ❖ Multicultural New Zealand

NATURE AND SCOPE OF RESPONSIBILITIES

Key Accountability	Standards / Achievements
Hakatere Migrant Centre	<ul style="list-style-type: none"> • Provide input to and assist in the development of annual strategic plans • Undertake duties and achieve goals in line with the Strategic Plan
Ethnic Leader Forum	<ul style="list-style-type: none"> • Provide input to and assist in the development of annual strategic plans • Undertake duties and achieve goals in line with the Strategic Plan
Newcomers Network	<ul style="list-style-type: none"> • Provide input to and assist in the development of annual strategic plans • Undertake duties and achieve goals in line with the Strategic Plan
Coordination of work	<ul style="list-style-type: none"> • Jointly with the Team Leader, monitor workload to ensure an equitable and appropriate balance between the above projects • Inform management of workload pressures • Identify needs of specific migrant groups through migrant community outreach • Identify and assess needs not currently being met in specific migrant communities and develop, in collaboration with the Hakatere Multi Cultural Council, a project plan to address these needs • Provide assistance, if there is time, to projects being undertaken by other community groups targeting newcomer and migrants' needs • Provide a monthly written report to the Hakatere Multi Cultural Council, as well as other reports as required • Participate fully as a staff member of Safer Mid Canterbury, attending bimonthly team meetings, and in the alternate month, attending bimonthly full staff meetings • Be committed to Safer Mid Canterbury's bi- and multicultural development and integrate into service responses • Manage media and communications <ul style="list-style-type: none"> ○ Lead the information collation and production of a monthly newsletter for the press which outlines the events calendar. Distribute to all members ○ Maintain the Facebook profile and update Facebook at least weekly, in order to connect with newcomers • Liaise with the New Zealand Newcomers Network National Coordinator when necessary • Present an appropriate image to the community and respond in an appropriate way to all enquiries • Be regarded by the community as an accessible source of information • Maintain a good relationship with local media to help publicise/promote events <p><u>Measure:</u></p> <ul style="list-style-type: none"> • Board reports show no surprises • Report to Hakatere Multi Cultural Council on identified needs • Where appropriate, provide assistance with initiatives targeting identified migrant needs • Meeting minutes show meeting attendance • Satisfying and supportive working environment

	<ul style="list-style-type: none"> • A good relationship is kept with the New Zealand Newcomers Network
Administration	<ul style="list-style-type: none"> • Respond to all emails, letters and phone enquiries • Monitor the forum on the New Zealand Newcomers Network website www.newcomers.co.nz • Send monthly updates and liaise with the IT coordinator of the website New Zealand Newcomers Network <p><u>Measure:</u></p> <ul style="list-style-type: none"> • Emails and phone calls are responded to within 72 hours • All letters, where possible, are responded to within 5 working days • The New Zealand Newcomers Network website is kept up to date
Volunteer coordination for the Mid Canterbury Newcomers Network	<ul style="list-style-type: none"> • Recruit, coordinate and manage the volunteers for the Mid Canterbury Newcomers Network programme, including rosters, in order to run Newcomers groups and activities and fulfil the needs of the programme • Manage volunteer transport policy and arrangements • Maintain a sufficient pool of volunteers • Run processes for the recruitment of volunteers • Train and support volunteers to achieve goals within the Mid Canterbury Newcomers Network. Provide supervision and support individually to volunteers as required • Oversee volunteer engagement and allocate appropriate tasks to volunteers in order to achieve MCNN goals • Provide bimonthly communications to volunteers, to update them with relevant information • Attend the occasional Newcomers groups and activities • Advise Team Leader of any issues arising from volunteer, migrant and refugee interactions and/or volunteer service delivery <p><u>Measure:</u></p> <ul style="list-style-type: none"> • An up-to-date list of volunteers is kept • Volunteers are trained and supported appropriately • Management and volunteer feedback
Fundraising	<ul style="list-style-type: none"> • Develop, in partnership with the Hakatere Multi Cultural Council, an annual funding and accountability plan for all programmes • Submit funding applications to our main funders (approximately 8 applications per year, mainly repeating the previous year's one, although take advantage of any new opportunities) • Submit funding accountabilities once funding has been expended • Take advantage of other small funding avenues from time to time, e.g. a service club or business might fund the production of promotional material, events or activities <p><u>Measure:</u></p> <ul style="list-style-type: none"> • Up-to-date funding plan • Funding applications completed to appropriate standards and submitted by due dates • Accountabilities completed by due date • Funding for other activities and initiatives

Supervision, Performance Appraisals and Training Opportunities	<ul style="list-style-type: none"> • Seek support from the Team Leader, who will be available on a day-to-day basis • Participate in professional supervision, facilitated by a person mutually agreed upon by you and the Manager • Participate in an annual individual performance review <p><u>Measure:</u></p> <ul style="list-style-type: none"> • Completed supervision records • Completed performance review records
Health and Safety	<ul style="list-style-type: none"> • Comply with health and safety requirements, as set out in the Health and Safety at Work Act, when working on and off the premises • Comply with Safer Mid Canterbury Key Operation Policies and Procedures • Promote a safe working environment
Reporting and Record Keeping	<ul style="list-style-type: none"> • Complete line report on the month's work by the 5th of each following month and give to line manager • Meet, in person, with line manager by the 10th of each month to discuss the report • Report to be presented to the board of HMCC outlining progress on Strategic and Action Plans and staff member to attend board meeting and speak to report • Record each client/group interaction and keep their details in the Safer Mid Canterbury database (Paua)
General	<ul style="list-style-type: none"> • Undertake any other duties as reasonably requested by the Employer

I have read and understood the above Job Description and accept all of the above responsibilities incorporated herein.

Signed by: **NAME** _____

Hakatere Multi Cultural Council Coordinator

Date ___/___/___

Signed by: Kathy Harrington-Watt

Team Leader – Safer Mid Canterbury

Date ___/___/___

PERSON SPECIFICATIONS

	Ideal Specifications
Experience and Qualification	<ul style="list-style-type: none"> • Experienced and skilled in community promotion • Knowledge and understanding of the principals of the Treaty of Waitangi and in working with a diverse range of population groups • Experienced and skilled in facilitating a group process
Skills	<ul style="list-style-type: none"> • Ability to effectively communicate with a wide range of people or different ethnicities, including well-developed verbal and written communication skills • Excellent interpersonal skills • Ability to listen, interpret, clarify information and make sound decisions • Ability to maintain confidentiality • Excellent organisation, record keeping and time management skills • Computer literacy – in particular, good familiarity with Microsoft Word, Excel and Facebook • Ability to work autonomously
Personal Attributes	<ul style="list-style-type: none"> • Have interest in, knowledge of and commitment to the Mid Canterbury Newcomers Network concept • Welcomes and values diversity • Must hold a current full driver licence and be willing to travel around the district to fulfil job requirements • Enjoys and feels comfortable in new social settings interacting with a diverse range of people

CONDITIONS OF APPOINTMENT

Hours of Work:	<p>Your ordinary hours of work will be 24 hours per week. Due to the nature of the position, working hours are flexible but will generally be worked Monday to Friday.</p> <p>There will be the need to work outside of what might be considered ordinary working hours from time to time given we hold meetings and events to suit newcomers and migrants, who may be engaged in employment during the day.</p>
Remuneration:	<p>Hourly rate: \$30.00 per hour</p> <p>+ 3% KiwiSaver</p> <p>4 weeks annual leave</p>
Other conditions of appointment:	<p>Other conditions of appointment shall be as prescribed in the Employment Relations Act 2000, other Acts which govern employment, and an Individual Employment Agreement.</p>