



Safer Mid Canterbury
Hakatere Haumaru
Together we're safer ♦ Me uru kahikatea

Job Description

Position: Kateb Mid Canterbury Trust Coordinator

Location: Safer Mid Canterbury Offices, Ashburton

Hours: 15 hours per week

Date Issued: July 2026

Reports to:

Operational: Refugee and Migrant Team Leader – Safer Mid Canterbury

Strategic: Kateb Mid Canterbury Trust Board of Trustees

About the Kateb Mid Canterbury Trust

The Kateb Mid Canterbury Trust is a newly established charitable trust created by and for Afghan former refugees living in Ashburton.

Over the past five years, Ashburton has welcomed former refugees each year through New Zealand's Refugee Quota Programme. While settlement services provide essential support during the first two years after arrival, many individuals and families continue to face challenges beyond this period as they establish their lives, build community connections, access education and employment opportunities, and maintain their cultural identity.

Recognising this need, members of the Afghan community, with support from Safer Mid Canterbury, established the Kateb Mid Canterbury Trust to provide ongoing, culturally appropriate support that strengthens wellbeing, promotes belonging, and develops leadership within the community.

The Trust is governed by a Board of Trustees made up entirely of former Afghan refugees who are committed to building a strong, resilient, and self-determining community.

During its establishment phase, Safer Mid Canterbury provides employment, financial management, governance mentoring and organisational support while the Trust develops the capability to operate independently.

This position has been created to support that transition by working alongside trustees and community members to build a sustainable, community-led organisation that will continue serving the Afghan community for many years to come. It is intended that this position will be ongoing and will continue to support the trust and community for the future.

Vision

A connected, resilient, and empowered Afghan community in Mid Canterbury where individuals and families feel they belong, celebrate their cultural identity, and contribute positively to the wider community.

Mission

To strengthen the wellbeing, leadership and resilience of Afghan former refugees by fostering community connections, supporting cultural identity, developing community capability, and empowering people to shape their own futures.

Purpose of the Position

This is a multifaceted role that will see the Coordinator work alongside the Kateb Mid Canterbury Trust Board and the Afghan community to strengthen the Trust as a sustainable, community-led organisation.

The coordinator will facilitate community development initiatives that strengthen wellbeing, promote leadership, encourage participation, and build the organisational capability of the Trust. Working collaboratively with trustees, volunteers, local organisations and community members, the Coordinator will help create opportunities that support education, employment pathways, cultural identity, social connection and community resilience.

Qualifications

Formal qualifications are not required. Support and training will be provided.

Applicants should demonstrate relevant experience in community development, community engagement, social services, refugee or migrant support, education, or a related field.

Experience working alongside culturally diverse communities and an understanding of strengths-based community development will be highly regarded.

Functional Relationships

Internal – Safer Mid Canterbury

- General Manager
- Refugee and Migrant Team Leader
- Finance and Administration
- Refugee Settlement Support Service Team
- Other Safer Mid Canterbury staff

Kateb Mid Canterbury Trust

- Chairperson, Secretary, and Treasurer
- Board of Trustees
- Community volunteers
- Afghan community leaders

External

- Afghan former refugees and their families
- Ministry of Business, Innovation and Employment
- Ashburton District Council
- Health providers
- Education and training providers
- Community organisations
- Funding agencies
- Local businesses and employers
- Interpreters and translators

Nature and Scope of Responsibilities

Community Development

- Develop strong, respectful and trusted relationships within the Afghan community.
- Support community members to identify their own aspirations, priorities, and solutions.
- Foster opportunities for participation, belonging, and inclusion.
- Promote Afghan culture, language, and identity through community initiatives.
- Reduce social isolation by encouraging meaningful community connections.

Measures of Success

- Increased participation in community activities.
- Positive feedback from community members.
- Strong relationships established across the community.

Trust Development and Governance Support

- Support the Chairperson and Board of Trustees to develop effective governance practices.
- Assist with meeting coordination, agendas, minutes, and follow-up actions where required.
- Coordinate governance and leadership training opportunities.
- Support implementation of strategic and operational plans.
- Assist in developing organisational systems, policies, and procedures.
- Encourage increasing ownership of governance responsibilities by trustees.

Measures of Success

- Trustees actively participate in governance.
 - Organisational systems established.
 - Increased trustee confidence and leadership.
 - Demonstrated progress toward organisational independence.
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Community Programmes and Events

Coordinate and support programmes that respond to community priorities, including:

- Community gatherings
- Cultural celebrations
- Women's programmes
- Youth initiatives
- Leadership development
- Education and training opportunities
- Wellbeing activities
- Community workshops
- Information sessions

Support volunteers and community members to increasingly organise and lead these initiatives.

Measures of Success

- Programmes reflect community priorities.
 - High levels of participation.
 - Increasing community leadership of activities.
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Leadership and Capacity Building

- Identify and encourage emerging community leaders.
- Mentor trustees and volunteers.
- Build confidence and leadership capability.
- Support succession planning within the Trust.
- Encourage community ownership and self-reliance.

Measures of Success

- Increased volunteer participation.
 - New leaders identified and supported.
 - Community members increasingly lead Trust initiatives.
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Partnerships and Community Engagement

- Build strong relationships with local organisations and agencies.

- Improve access to education, employment, and community services.
- Advocate alongside community members where barriers exist.
- Promote greater understanding of the Afghan community across Mid Canterbury.
- Represent the Trust professionally within the wider community.

Measures of Success

- Strong collaborative partnerships established.
- Improved community access to opportunities.
- Increased awareness of the Trust within Mid Canterbury.

Funding, Administration and Reporting

- Maintain an annual funding and accountability plan reviewed six-monthly.
- Identify funding opportunities and submit funding applications and accountability reports.
- Maintain accurate records and programme documentation.
- Assist Treasurer to ensure all income and expenditure is correctly recorded.
- Coordinate communications with trustees and community members.
- Arrange translation and interpretation services where required.
- Prepare monthly reports for the Team Leader and Board of Trustees.
- Collect outcome data and stories that demonstrate community impact.

Measures of Success

- Reports submitted on time.
- Funding obligations met.
- Accurate records maintained.
- Outcomes effectively documented.

Health and Safety

- Comply with all Safer Mid Canterbury Health and Safety policies and procedures.
 - Promote safe environments for staff, volunteers, and community members.
 - Identify and report hazards and risks promptly.
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General Responsibilities

- Participate as a member of the Safer Mid Canterbury team.
 - Attend supervision, staff meetings, and professional development.
 - Work collaboratively across Safer Mid Canterbury programmes where appropriate.
 - Undertake any other duties that are consistent with the purpose of the position.
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Person Specification

Experience

- Experience in community development, community engagement, social services, or refugee settlement.
 - Experience supporting committees, volunteers, or community organisations.
 - Experience coordinating community projects or events.
 - Understanding of strengths-based and community-led development.
 - Knowledge of refugee settlement or multicultural communities is desirable.
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Skills

- Excellent relationship-building skills.
 - Outstanding interpersonal and communication skills.
 - Strong facilitation and group engagement abilities.
 - Excellent organisational and time management skills.
 - Ability to work independently and exercise sound judgement.
 - Competent computer skills including Microsoft Office.
 - Strong written communication and report-writing skills.
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Personal Attributes

The successful applicant will demonstrate:

- A commitment to community empowerment and participation.
- Respect for diversity and cultural identity.

- Integrity, professionalism, and empathy.
- Patience and excellent listening skills.
- Flexibility and adaptability.
- The ability to build trust across cultures.
- A collaborative approach to leadership.
- A commitment to developing sustainable, community-led outcomes rather than creating dependency.

A current full New Zealand driver licence is essential.

Conditions of Appointment

Hours of Work

This position is for **15 hours per week**.

Due to the nature of community development work, some evening and occasional weekend work will be required to attend trustee meetings, community gatherings, and cultural events.

The position is employed by **Safer Mid Canterbury** on behalf of the Kateb Mid Canterbury Trust. Safer Mid Canterbury provides operational management, employment support, and professional supervision, along with office space and associated support.

The successful applicant will work closely alongside the Board of Trustees with the shared goal of building a confident, sustainable, and independent organisation that continues to support Afghan former refugees well beyond the establishment period.

Hours of Work:	Your ordinary hours of work will be 15 hours per week. Due to the nature of the role, these hours are flexible and will generally be worked between Monday and Friday. From time to time, you may be required to work outside of normal business hours, including evenings and weekends, to attend or support meetings, events, or activities held at times that best meet the needs of participants and stakeholders who may be unavailable during standard working hours.
Remuneration	Annual salary will be \$24,180 for 15 hours per week. Annual leave entitlement will be five weeks annually.
Other conditions of appointment:	Other conditions of appointment shall be as prescribed in the Employment Relations Act 2000, other Acts which govern employment, and an Individual Employment Agreement.