



Safer Mid Canterbury Hakatere Haumaru

Together we're safer ♦ Me uru kahikatea

Job Description

Position:	CACTUS Programme Assistant
Team:	Youth Team
Location:	Ashburton
Hours of Work:	Two afternoons (3–6 hours) per week during school terms 1, 3 & 4 when CACTUS is running. Three weekend camps with overnight stay. One advanced camp of 5 days, 4 nights.
Date Issued:	May 2025
Reports to:	<i>Cactus Programme Coordinator in first instance.</i>
Purpose:	To assist the CACTUS Programme Coordinator with the delivery of the CACTUS Programme.

Please note: All staff involved with the CACTUS programme are expected to join in on all aspects of physical activity that trainees are required to complete, and give it their best.

Safer Mid Canterbury Mission Statement:

**To reduce and prevent crime in the community and its impact on the Ashburton District
“Together We’re Safer”**

Roles and functions of Safer Mid Canterbury

- Identify crime prevention issues in the community
- Assist the community to prioritise issues of crime prevention concern
- Design and advise on solutions
- Provide mechanisms for coordination of crime prevention-related activities in the community
- Share and exchange information related to crime prevention – between central and local government, and between various community stockholders
- Facilitate/develop/support/monitor local crime prevention initiatives

Qualifications:

The person will have relevant experience and/or training in a field that furnishes them with the skills needed for a position of this type.

Functional Relationships:*Internal to Safer Mid Canterbury:*

- ❖ Safer Mid Canterbury CACTUS Coordinator
- ❖ Safer Mid Canterbury General Manager
- ❖ Safer Mid Canterbury Project Staff

External to Safer Mid Canterbury:

- ❖ CACTUS Trainees
 - ❖ Mid Canterbury Clubs and Sporting Organisations
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Key Functions
CACTUS Programme Assistant – Safer Mid Canterbury

1. Support Coordinator with efficient delivery of the CACTUS Programme.*Outcome*

- Three CACTUS Basic courses run each school year in line with the school terms.

Measures

- CACTUS Courses delivered in a professional manner with good outcomes for participants and feedback from community.
- Risk management policies and procedures adhered to.

2. Monitor and support the attendance of participants.*Outcome*

- Support/encourage participants to attend, and overcome barriers to attendance.

Measures

- Good level of attendance achieved from participants when not engaged in other activities.

3. Monitor and ensure acceptable behaviour among participants.*Outcome*

- Acceptable standards of conduct are maintained for the betterment of all participants.

Measures

- Acceptable standard of behaviour maintained.

4. Develop and maintain effective working relationships with other key people in the community who can assist us toward our end goals.

Outcome

- Effective working relationships established and maintained.

Measures

- Support of key people in the community for the programme.

5. Ensure that people taking part in the programme are encouraged and supported to join other community activities, and to work with other team members and community organisations to ensure that these opportunities become available.

Outcome

- Opportunities for participants opened and taken advantage of.

Measures

- Participants becoming more involved in other activities.

Key Functions – General

6. In assistance to the CACTUS Coordinator, monitor workloads ensuring an equitable and rewarding balance.

Outcome

- Satisfying and supportive working environment.
- Management's awareness of workload pressures.

Measures

- Staff feedback.

7. Comply with Health and Safety requirements.

Outcome

- Complying with health and safety requirements when working in and off the premises of work.
- Complying with Safer Mid Canterbury Key Operating Policies and Procedures (KOPPS).

Measures

- Safe working environment.
- Policies and procedures followed.

Signed by xxxxxxxxxxxx:

CACTUS Programme Assistant
Safer Mid Canterbury

____/____/2025
Date

Signed by Bronnie McKenna:

Team Leader – Youth Services

____/____/2025
Date

CACTUS Programme Assistant

Ideal Person Specification

- Experience in a relevant field, i.e. social services/recreation/sport/training
- An understanding of discipline-based learning principles
- The ability to relate to a wide range of young people of diverse backgrounds with sensitivity and respect
- A positive, facilitative style that empowers and builds on people's skills and abilities
- Physical capability to complete all tasks
- "Can do" attitude
- Ability to maintain confidentiality.
- Experience in working with children, young people and families/whānau with multiple needs
- Understanding and practical experience in working with reluctant trainees
- An ability to work cooperatively with school staff, agencies and the community
- Good verbal communication skills.

CONDITIONS OF APPOINTMENT

CACTUS Programme Assistant

Hours of Work:	<p>Your ordinary hours of work will be between 3 to 6 hours per week for an eight-week period over school term time.</p> <p>The programme runs three times a year (Terms 1,3,4).</p> <p>Days worked each term are in line with the CACTUS course schedule for that term.</p> <p>In addition, there will be three weekend overnight camps at the end of each course; these will generally be around the second to last weekend of each term.</p> <p>There is also a 5-day, 4-night camp in January.</p>
Other conditions of appointment:	<p>Other conditions of appointment shall be as prescribed in the Employment Relations Act 2000 and its amendments, other Acts which govern employment and an Individual Employment Agreement.</p>
Place of work:	<p>The programme is currently delivered from the Ashburton Scout Lodge, however we often go to other indoor and outdoor areas as the programme plan may dictate.</p>
