



Job Title: Administration & Campaign Co-ordinator / Kaihāpai Te Ara Mahi (0.8 FTE)
Department: Te Ara Mahi
Reports to: Manager, Te Ara Mahi

Organisational expectations:

Te Puna Ora o Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the organisation and the welfare of the Clients we serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, policies, legal requirements and procedures of Te Puna Ora o Mātaatua.

Flexibility in hours may be required to ensure deadlines are met.

Key Responsibilities:

- Developing strategies for attracting new people into the medical and health workforce and how they can staircase between level 3 – 7.
- Creating strategies around the homebased support services sector being a more appealing job and transition Support Workers from part-time to full-time work.
- Assisting and promoting various Te Ara Mahi campaigns and projects for all enrolled taura.
- Drafting project plans ensuring that all projects and events are planned out across the year in alignment with the learning programmes that Te Ara Mahi are providing.
- Providing proficient administrative, clerical duties, coordinate events, schedules and bookings, make presentation and distribute materials aligning to Te Ara Mahi kaupapa.
- Communicating the strategy and vision of the campaign and events internally with colleagues and external with stakeholders, be able to track and evaluate the campaigns performances.
- Assisting with the holistic learning and wellbeing of Te Ara Mahi whānau.
- Supporting referral, engagement and intake process for whānau.
- Providing data and information for monthly dashboards and regular reports when required.
- Setting up systems and processes for programme management and reporting effectively to help track taura progress.
- Participating in delegated activities and programmes within Te Ara Mahi and the wider Te Puna Ora o Mātaatua organisation.
- Promoting and enhancing the Te Ara Mahi programme through relevant portals and forums to generate referrals and registrations.
- Proactively growing and developing the training and employment programme in alignment with whānau needs.
- From time to time, you may be required to provide administration cover across the organisation.
- Participating in organisational response to community events, including severe weather events.
- Entering all data into Ara Whānui in accordance with agreed timeframes and standards, and contract outcomes.
- Providing data for internal and external reporting as required.
- Carrying out additional ad-hoc tasks within reason as requested by the Manager.

Competencies, abilities and attributes:

- Strong time management and report writing skills.
- Attention to detail, confidentiality, and professionalism.
- Self-motivated and ability to prioritise work.
- Ability to work under pressure and ensure deadlines are met.
- Advanced level of literacy in office systems, including the Microsoft Office suite of products.
- Relevant experience in event planning and coordination and Evaluation.
- Advanced knowledge in Microsoft programmes or similar ie powerpoint, Excel and word.
- Confidence to promote and enhance the Te Ara Mahi Programmes in all forums and audiences.
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders, whanau, hapu and hāpori of Te Puna Ora o Mātaatua.
- Commitment to the Vision and Values of Te Puna Ora o Mātaatua.
- Knowledge of Te Reo and competence in me ōna Tikanga Māori.