

**Job Title:** Team Lead / KaiaratakiTū MāiaRangatahi (1.0 FTE)

**Department:** Tū MāiaRangatahi

**Reports to:** Manager, Tū Māia Rangatahi

**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:**

* Responsible for developing all regular reporting both internal dashboards and external quarterly reports that includes the contractual requirements and key KPI’s for this service ready for managers review and approval.
* Ensuring that templates for recording data are set up and hub staff are feeding into this developing weekly checks to ensure accuracy of all data.
* Promoting service delivery and programmes through all relevant portals and forums.
* Attending and participating in multi-agency hui relevant to delegated caseload, and organisational growth activities.
* Ensuring designated Tū Māia Rangatahi programmes and activities are reviewed, modified, and continually developed to be fit for purpose.
* Facilitating the referral and registration of rangatahi who are not in education, employment, or training (NEETs) into the Tū Māia Rangatahi programme.
* Facilitating the successful placement of NEETS rangatahi into education, employment or training.
* Overseeing the daily operations of the Tū Māia Rangatahi core programmes including but not limited to:
* Rangatahi programme
* Taiohi Programme
* Digital Academy
* Driving Academy
* YEP
* Mana Tangata – Cultural Empowerment
* Health and Wellbeing
* All administrative tasks
* Supporting Tū Māia Rangatahi staff in their various roles and programmes, raising all staff concerns to manager.
* Mapping out all project plans for one off events and also ensuring the full year planning, tutors programmes are mapped out for manager approval.
* Promoting the Tū Māia Rangatahi programme through various portals and forums to attract referrals, and ensuring the programme is successful and well known.
* Providing the Manager, Hub/Te Ara Mahi and organisational leadership with the relevant information, data, and intelligence as required.
* Ensuring all referrals and registrations have a Whānau Ora plan with designated goals of which will be supported and facilitated by the Tū Māia Rangatahi team.
* Ordering and processing of designated resources for the Tū Māia Rangatahi operations as determined by Te Puna Ora o Mātaatua management and leadership.
* Maintaining professional development and keeping abreast of issues facing rangatahi Māori.
* Overseeing the daily operations of the digital hub programme working with the tutors around the different programs agreed from managers.
* Ensuring that there is regular reporting from all staff within Tū Māia Rangatahi.
* Management and support to Taiohi Kaiārahi role.
* Provide accurate data and information for monthly dashboards and regular reports to TL & manager.
* Carry out additional ad-hoc tasks within reason as requested by the Manager.
* Participate in organisational response to community events including 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.

**Competencies, abilities and attributes:**

* Strong time management and report writing skills.
* Minimum of 2-3 years’ experience in a similar role.
* 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.
* A high level of IT systems, cliental management systems knowledge and expertise.
* Relevant qualification and/or industry experience in programme leadership, rangatahi success, and whānau wellbeing would be beneficial.
* Relevant Whānau ora experience and understanding.
* Competent goal setting and problem solving experience.
* Ability to identify and empathise with vulnerable rangatahi and their whānau.
* 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 and competence in Te Reo me ōna Tikanga Māori.