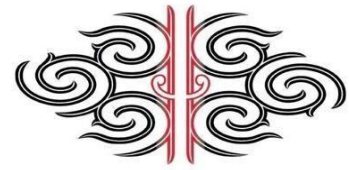


# Position Description



**TOI TANGATA**



Te Hotu  
Manawa Māori  
Getting to the heart of Māori health

## **Kaiarahi – He Pī Ka Rere Facilitator -He Pī Ka Rere, Bay of Plenty Region**

Te Hotu Manawa Māori Trust trading as Toi Tangata

Full time position from January 2022 – June 2022

### Position Summary

The *Kaiārahi - He Pī Ka Rere* is responsible for supporting the development, coordination and implementation of He Pī Ka Rere (HPKR) in the Bay of Plenty Region. The *Kaiārahi* communicates with Kōhanga Reo and other Māori immersion Early Childhood settings in the BOP Region to deliver He Pī Ka Rere training and support. The *Kaiārahi* mobilises resources and information on behalf of Toi Tangata, as well as kaupapa Māori focused resources and information from Toi Te Ora, Bay of Plenty DHB.

The *Kaiārahi* stays abreast of current developments in nutrition and physical activity with an ability and willingness to relate to a range of audiences from kaiako, whānau and tamariki, to mature Māori through to senior government levels.

The position works in consultation with Toi Tangata service and project leads, in particular the *Pou Whakahaere - He Pī Ka Rere*. The *Kaiārahi* will liaise with Toi Te Ora Public Health, Te Kōhanga Reo National Trust, hapū and iwi, government organisations and others as requested by the *Pou Whakahaere - He Pī Ka Rere* and *Kaiwhakahaere Matua - CEO*.

Position Reports To	Service Area
Kaiwhakahaere Matua - Chief Executive Officer Pou Whakahaere - He Pī Ka Rere	Programme Delivery
Role Dimensions	
Financial Authority/Budget Allocation: Direct Reports:	N/A N/A

## Key Accountabilities

Relationships	
Internal:	<ul style="list-style-type: none"> <li>• Kaiwhakahaere Matua CEO</li> <li>• Toi Tangata Staff and contractors</li> </ul>
External:	<ul style="list-style-type: none"> <li>• National and Regional Representatives, Te Kōhanga Reo National Trust</li> <li>• Toi Te Ora Public Health, Bay of Plenty DHB</li> <li>• Communication Advisor Kōhanga Reo National Trust</li> <li>• Iwi/Māori Health Providers</li> <li>• Mataatua Sports, Te Papa Takaro o Te Arawa</li> <li>• Community/Education Organisations as relevant to HPKR</li> </ul>

## Key Result Areas

Relationships	
Training and Facilitation	<ul style="list-style-type: none"> <li>• Coordinate and facilitate He Pī Ka Rere training wānanga to Kōhanga Reo and Māori ECC centres</li> <li>• Coordinate and organise venue, tools and resources</li> <li>• Assist with the development and editing of training materials and educational resources e.g. Infographics.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Undertake reporting, including the coordination of 6 monthly reports to Toi Te Ora</li> <li>• In conjunction with Toi Tangata Kaimahi, contribute relevant information and disseminate regular communications to Toi Tangata social media channels including Facebook and Ezine</li> <li>• Facilitate a regional Facebook communications page for HPKR</li> <li>• In consultation with the <i>Kaiwhiriwhiri - Communications Advisor</i> and <i>Pou Whakahaere - HPKR</i>, maintain regular engagement with local Māori and Non Māori media</li> </ul>
Relationship Building	<ul style="list-style-type: none"> <li>• Build and maintain positive relationships and knowledge exchange with Kōhanga Reo and Māori ECC throughout the BOP region</li> <li>• Build and maintain positive relationships with Toi Te Ora – BOPDHB and other organisations / stakeholders within the Bay of Plenty Region</li> </ul>
Growth and Development of Te Reo Māori	<ul style="list-style-type: none"> <li>• Actively promote the use of te reo Māori throughout Toi Tangata and within its work</li> </ul>
Evaluation	<ul style="list-style-type: none"> <li>• Coordinate evaluation feedback and recommendations for improvements, including feedback on training activities</li> </ul>

# Position Requirements

Relationships	
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Tertiary Qualification in Sports/Recreation, Te Reo Māori, Education, Māori Public Health discipline or similar</li> <li>• Fluency and experience in the active promotion of te reo Māori</li> <li>• Experience with Maori health, sport or recreation and practical knowledge of Māori education development</li> <li>• Excellent understanding and experience of Kōhanga Reo including Te Korowai</li> </ul>
Technical Knowledge & Skills	<ul style="list-style-type: none"> <li>• Understanding of ngā pou o te Kōhanga Reo</li> <li>• Knowledge and understanding of Te Whariki</li> <li>• Competent in use of the Google suite, Microsoft Office and (although not essential) other relevant applications such as canva, and photoshop</li> <li>• Experience in use of social media and other relevant digital tools</li> <li>• Understanding of training analysis, design and delivery with specific application to Māori communities</li> <li>• Able to monitor and evaluate outputs and outcomes</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills in te reo and english</li> <li>• Ability to build and maintain networks with special interest groups</li> <li>• Ability to maintain positive working relationships with staff within the Toi Te Ora, BOPDHB offices</li> <li>• Builds and maintains positive relationships with a wide range of people and organisations</li> <li>• Team player who works collaboratively and effectively with colleagues</li> <li>• Ability to attract support, motivate and inspire contributions from a range of people and organisations</li> <li>• Engage and build rapport with diverse audiences</li> <li>• Ability to advocate for Maori and influence key stakeholders</li> </ul>
Cultural Competencies	<ul style="list-style-type: none"> <li>• A passion for the kaupapa of improving health for tamariki mokopuna</li> <li>• Fluency in Te Reo Maori</li> <li>• Ability to awhi and manaaki others</li> <li>• Ability to operate effectively and comfortably in situations governed by</li> </ul>

