



Position Description

Kaihāpai – He Pī Ka Rere | Facilitation Support -He Pī Ka Rere Bay of Plenty Region

Te Hotu Manawa Māori Trust trading as Toi Tangata

Part time position from May 2022 – June 2023

Based in Whakatane or Tauranga

Position Summary

The *Kaihāpai* is responsible for supporting the development, coordination, and implementation of He Pī Ka Rere in the Bay of Plenty Region. The *Kaihāpai* 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 *Kaihāpai* 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 position works in consultation with Toi Tangata service and project leads, in particular the *Kaiārahi He Pī Ka Rere*. The *Kaihāpai* will liaise with Toi Te Ora Public Health, Te Kōhanga Reo National Trust, hapū and iwi, government organisations and others as requested by the *Kaiārahi He Pī Ka Rere* and *Kaiwhakahaere Matua CEO*.

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

Key Accountabilities

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

Key Result Areas

Key Result Areas	Responsibilities
Training and Facilitation	<ul style="list-style-type: none"> ▪ Coordinate and facilitate He Pī Ka Rere training wānanga to Kōhanga Reo and Māori ECC centres ▪ Coordinate and organise venue, tools and resources ▪ Assist with the development and editing of training materials and educational resources e.g. Infographics.
Communication	<ul style="list-style-type: none"> ▪ Undertake reporting, including the co-ordination of 6 monthly reports to Toi Te Ora ▪ In conjunction with Toi Tangata Kaimahi, contribute relevant information and disseminate regular communications to Toi Tangata social media channels including Facebook and Ezine ▪ Facilitate a regional Facebook communications page for HPKR ▪ In consultation with the <i>Kaiārahi Whakawhitiwhiti-Communications Advisor</i> and <i>Pou Whakahaere HPKR</i>, maintain regular engagement with local Māori and Non Māori media
Relationship building	<ul style="list-style-type: none"> ▪ Build and maintain positive relationships and knowledge exchange with Kōhanga Reo and Māori ECC throughout the BOP region ▪ Build and maintain positive relationships with Toi Te Ora – BOPDHB and other organisations / stakeholders within the Bay of Plenty Region
Growth and Development of Te Reo Māori	<ul style="list-style-type: none"> ▪ Actively promote the use of te reo Māori throughout Toi Tangata and within its work. ▪ In consultation with the Toi Tangata lead, contribute to the development of an organisational Te Reo Māori Action Plan for 2020.
Evaluation	<ul style="list-style-type: none"> ▪ Coordinate evaluation feedback and recommendations for improvements, including feedback on training activities.

Position Requirements

Core Competencies	
Qualifications and Experience	<ul style="list-style-type: none"> ▪ Tertiary Qualification in Sports/Recreation, Te Reo Māori, Education, Māori Public Health discipline or similar ▪ Fluency and experience in the active promotion of te reo Māori ▪ Experience with Māori health, sport or recreation and practical knowledge of Māori education development ▪ Excellent understanding and experience of Kōhanga Reo including Te Korowai
Technical Knowledge & Skills	<ul style="list-style-type: none"> ▪ Understanding of ngā pou o te Kōhanga Reo ▪ Experience in implementation of Te Whariki ▪ Ability to evaluate specialised information from a Māori perspective ▪ Competent in use of the Google suite, Microsoft Office and (although not essential) other relevant applications such as canva, and photoshop ▪ Experience in use of social media and other relevant digital tools ▪ Understanding of training analysis, design and delivery with specific application to Māori communities ▪ Able to monitor and evaluate outputs and outcomes
Interpersonal Skills	<ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills in te reo and english ▪ Ability to build and maintain networks with special interest groups ▪ Ability to maintain positive working relationships with staff within the Toi Te Ora, BOPDHB offices ▪ Builds and maintains positive relationships with a wide range of people and organisations ▪ Team player who works collaboratively and effectively with colleagues ▪ Ability to attract support, motivate and inspire contributions from a range of people and organisations ▪ Ability to engage and build rapport with diverse audiences ▪ Ability to advocate for Māori and influence key stakeholders
Cultural Competencies	<ul style="list-style-type: none"> ▪ A passion for the kaupapa of improving health for tamariki mokopuna ▪ Fluency in Te Reo Māori ▪ Ability to awahi and manaaki others ▪ Ability to operate effectively and comfortably in situations governed by tikanga Māori ▪ Committed to the objectives of Whanau Ora and the application of whanau-centric practice
Organisational Skills	<ul style="list-style-type: none"> ▪ Strong personal productivity skills (e.g. time management) ▪ Sound planning, accountability and organisation skills ▪ Competent computer and administration skills
Personal Attributes	<ul style="list-style-type: none"> ▪ Proactive Self Starter ▪ Creative and resourceful ▪ Acts on own initiative to solve problems ▪ Flexible and resilient

- Open, honest and willing to learn
- Takes ownership and personal responsibility for achieving results
- Flexible 'can do' attitude and ability to adapt to the changing needs of the organisation

Compliance

Business Compliance

Role Modelling	<ul style="list-style-type: none">▪ Committed to a healthy lifestyle▪ Auahi kore (smoke free)
Policies & Procedures	<ul style="list-style-type: none">▪ Carries out all role-related activities in accordance with Toi Tangata and Toi Te Ora workplace policies and procedures. This position will also utilise Toi Te Ora office space in Whakatane and/or Tauranga (or both)
Health & Safety	<ul style="list-style-type: none">▪ Undertake all work in a safe manner, identify and report workplace accidents or hazards in a timely manner
Licence	<ul style="list-style-type: none">▪ Holds a current full drivers licence
