



Para Kore Kaiārahi Position Description

TITLE POSITION	Kaiārahi
EMPLOYED BY	Para Kore Marae Incorporated
REPORTING TO	Team Leader
LOCATION	Home office
INTERNAL RELATIONSHIPS	Team Leader Team of Kaiārahi National Manager Payroll Kaimahi All Para Kore kaimahi
EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> ● Rōpū Champions ● Marae whānau, marae committees, Kōhanga, Kura, Tertiary, Community Organisations, Trusts, and all other types of rōpū ● Whānau, Hapū and Iwi, Councils, local, regional and other partners ● Businesses, industry and network organisations ● Other sustainability projects and rōpū ● Funding agencies as applicable
PARA KORE VALUES	<i>Mahi will be embedded in our values</i> of manaakitanga, whakapapa, rangatiratanga, kaitiakitanga and māramatanga

Purpose:

Kaiārahi are responsible for delivering the Para Kore Oranga Taiao programme which involves, giving presentations to marae committees and rōpū, set-up of reuse and recycling equipment and signage, undertaking waste checks, facilitating wānanga and providing ongoing mentoring and support to design out waste.

On a regional level, you will focus on strengthening collaborative mana enhancing relationships with iwi and other partners, meeting the needs of your local communities (within the limits of our kaupapa) and ensuring all marae and relevant rōpū within your region are aware of Para Kore through your active promotion of the kaupapa.

KEY RESPONSIBILITIES

Areas of Accountability	Key Tasks
Pre-Engagement	<ul style="list-style-type: none"> ● Establish relationships, contact marae and rōpū to inform about the availability of the Oranga Taiao programme ● Email Para Kore website information links to interested marae committee contacts and rōpū ● Promote the availability of the Oranga Taiao programme via social media networks, partner networks, print and radio (marketing manager available to support)
Programme Delivery	<ul style="list-style-type: none"> ● Maintain regular contact with existing signed up marae and rōpū, through visits, ongoing wānanga, and collecting waste data <p>NEW RŌPŪ</p> <ul style="list-style-type: none"> ● Presentations: Present powerpoint to interested rōpū and answer questions. ● Sign up Marae and Rōpū with the 'sign up' form ● Waste Check: Undertake waste checks ● Wānanga: Facilitate wānanga ● Set-up Reuse, Recycling and Composting Systems: Set-up reuse equipment, crates, signage, wheelie bins, compost systems and/or worm farms as appropriate ● Set-up and collect data in line with the Para Kore guidelines and requirements. ● Mentoring and Evaluation: Identify opportunities for further waste reductions; where to from here; gather and use feedback from rōpū to meet the needs of rōpū and improve your own delivery performance
Promoting and Sharing Stories of Impact	<ul style="list-style-type: none"> ● Collect stories of change ● Create digital content (e.g. video) of stories of change and achievements during visits, hui, events to promote and share positive stories
Events (if applicable)	<ul style="list-style-type: none"> ● Manage waste at events to meet Events Paerau Mahi as outlined in the Puka Kaimahi
Keep Records	<ul style="list-style-type: none"> ● Enter accurate and detailed contact and hui logs with photos into Stacker within 48 hours ● Enter weekly waste volume average of waste into Stacker once every quarter (every three months) ● Complete monthly milestone reviews and ensure all milestones are on track ● Complete timesheet daily on days worked and submit timesheet by the end of each working week ● Update rōpū details/information as required
Building Partner Relationships	<ul style="list-style-type: none"> ● Coordinate two Para Kore Support Committee hui each year ● Build and maintain mana enhancing, collaborative relationships with all contacts of regional partners, especially iwi
Team Communication & Engagement	<ul style="list-style-type: none"> ● Meet regularly with team leader ● Complete the Monthly Review form ● Use existing and new apps / platforms to work ● Attend team, one on one, and training hui both online and face to face as applicable and appropriate ● Feedback improvement ideas ● Work collaboratively and with a mana enhancing attitude towards your team and others

	<ul style="list-style-type: none"> ● Identify ways to develop and improve Para Kore and the Oranga Taiao programme
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Health and Safety	<ul style="list-style-type: none"> ● Promote and support safe working practices within Para Kore at all times to ensure compliance with the Health and Safety at Work Act 2015 ● Adhere to all Para Kore Health, Safety and Wellbeing policies and procedures in Trello and Puka Kaimahi ● Maintain a safe and hazard free work environment ● Proactively identify hazards and risks and report to Team Leader immediately ● Ensure visitors, members of the public, contractors, sub-contractors and stakeholders comply with the Health, Safety and Wellbeing policies and procedures of Para Kore at all times ● Undertake H&S inductions for event volunteers as required ● Report all accidents, incidents, injuries and near misses as soon as possible and take action to mitigate reoccurrence ● Wear approved safety equipment
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COMPETENCIES

Qualifications:

- Teaching, adult education/training
- Relevant te ao Māori, environmental sustainability, facilitator qualification or experience
- Current full New Zealand drivers license

Knowledge and experience:

- Demonstrated skills and experience in leading and delivering waste minimisation education
- Excellent customer service
- Strong verbal and written communication skills
- Problem solving and professionalism
- Administrative and record keeping
- Ability to learn and become competent with new devices, apps and platforms
- Ability to deliver our Para Kore programme with a basic level of Te Reo Maori to Kōhanga Reo, Kura Kaupapa Māori, and other relevant Māori rōpū and partners
- Ability to implement the principles of Te Tiriti o Waitangi to ensure partnership, participation and protection
- Ability to plan and manage time to meet required deadlines and milestones including actioning timely responses to all communications and hui

Personal attributes:

- Reliable
- Encourages open and honest communication
- Acts with integrity
- Team player, leader, and role model
- Demonstrates a collaborative working style, enabling the creation of mana enhancing relationships with key stakeholders and colleagues
- Visible energy and commitment to delivering results
- Promotes teamwork within the regional team and the greater Para Kore whānau