

Big Brothers Big Sisters of Rotorua School Programme Coordinator Job Description

PURPOSE OF THE POSITION: The Big Brothers Big Sisters of Rotorua (BBBSR) Programme Coordinator

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The Big Brothers Big Sisters of Rotorua (BBBS) School Coordinator role includes expanding and managing the school based mentoring programme including but not limited to; casework services to mentors and mentees, recruitment of mentors and mentees, mentor training, liaising and coordinating with schools, recruitment of schools, and liaising with external agencies and local businesses. It will also include reporting and day to day administration.

This role must work within the operational policies and processes of the Big Brothers Big Sisters of New Zealand (BBBSNZ) Practice Standards and as set by the New Zealand and/or Rotorua Board.

CONTRACT TYPE: Fixed Term – 12 months, Part time – 20 hours per week

APPLICATIONS: Please send all applications to darryl@bbbs.nz by 5pm, Friday 30 November 2018

LOCATION: Rotorua Police Station

REPORTING TO: Big Brothers Big Sisters of Rotorua Programme Coordinator

DELEGATED AUTHORITY: No expenditure authorisation

FUNCTIONAL RELATIONSHIPS: Board members, fellow colleagues, school staff, children, local businesses, other social agencies, Rotorua Police, local businesses/

DATE:

Main Objectives of Position

As directed by the Rotorua Coordinator, the BBBS School Coordinator (Fixed Term) will be responsible for managing and developing the school based mentoring programme within Rotorua.

This involves:

- Providing the highest level of service to children, whanau, mentors, teachers, colleagues and other stakeholders of the school based programme.
- Managing casework and complete the administration requirements for the child, whanau and mentor relationship; including but not limited to; the BBBS and BBBSNZ policies, procedures and Standards of Practice.
- Child/whanau and mentor applications processes and matching.
- Orientation, training and ongoing programmes to support developing relationships as appropriate.
- Proactively expand the school based programme to include more schools within the Rotorua region.
- Actively recruit mentors for the school based programme including but not limited to developing and implementing an employer sponsored mentor scheme with local businesses.
- Liaising with local iwi organisations and key iwi leaders.
- Liaising with other key stakeholders including other social agencies, key community groups and other non-profit organisations.

- Proactively recommend initiatives which continuously improve BBBSR service and support to children, mentors, fellow colleagues and other stakeholders and BBBSR's policies, systems and practices.
- Ensuring the BBBSNZ Standards of Practice, policies, systems and best practices are adhered to.

Job Responsibilities	Activities	KPIs
Children, Whanau and Mentor Relationships	<p>The School Coordinator will lead the school programme in conjunction with the Rotorua Coordinator by completing:</p> <ul style="list-style-type: none"> • Recruitment of schools and liaison with key school stakeholders including teachers and administration staff • Recruitment of mentors including launch of new employer sponsored mentor scheme • Mentor orientations and training • Child and mentoring application processes • Assessing the child needs and processing applications • Involvement of family whānau in child application process • Matching the initial child / mentor relationships • Keeping unmatched children and their families whānau and mentors informed <p>Monitoring relationships:</p> <ul style="list-style-type: none"> • Being the liaison between matched child, their whānau, their teacher and mentor 	<ul style="list-style-type: none"> • Implement BBBS Standards of Practice in line with BBBS NZ - policies, processes and practices • Seek regular feedback from all stakeholders and report on this to Rotorua Coordinator • All mentors are recruited in accordance with and matched against the needs of the children and their families. • To have served 25 matches served within 12 months. • To have 5 businesses on the employer sponsored mentor scheme • To have at least 40% male mentors • All mentors complete the orientation and training programmes • Child / mentor files and details are recorded accurately and are up to date at all times • All information is secure • All child / mentor / family details are guaranteed confidential • All SOR/POE reports are completed on time
Office Premises	<ul style="list-style-type: none"> • Maintain good relationship with police as the building owner 	<ul style="list-style-type: none"> • Any concerns are documented and reported in monthly reports

Reporting	<ul style="list-style-type: none"> • Complete all match reporting requirements and administration associated with this • Providing Coordinator's reports as required and upon request • Preparing reports required for funding applications as requested 	<ul style="list-style-type: none"> • Timely, informative and accurate reports are provided when required • Monthly Board reports are provided to the Rotorua Coordinator a week in advance of Board Meetings
Personal Effectiveness	<ul style="list-style-type: none"> • Planning and managing own workload and working effectively and autonomously without needing day to day supervision from Rotorua Coordinator • Prioritising tasks and managing time and resources to ensure desired results are achieved on time, within budget and to required standard • Participating in relevant BBBSNZ training approved and signed off by Board 	<ul style="list-style-type: none"> • All feedback from colleagues, mentors, children and school staff is constructive. • Desired results are achieved on time, within budget and to required standard • Self-learning is optimised
Projects	<ul style="list-style-type: none"> • From time to time you may be required to carry out reasonable requests to carry out tasks not outlined in the position description 	<ul style="list-style-type: none"> • Active participation is displayed to do tasks on other projects as and when required to benefit BBBS • All agreed objectives are met within the required timeframe
Cultural competency	<ul style="list-style-type: none"> • Developing and implementing processes and procedures that strengthen and support service delivery • Ability to work and respond in a manner that acknowledges and respects individuals cultural base, beliefs, attitudes and customs • Actively fostering and maintaining cultural identity as a cornerstone to positive Youth Development • Accepting the values and the cultural elements of the business plan for BBBS • Leading by example 	<ul style="list-style-type: none"> • National policies and procedures exist that contribute to Māori development organisationally that uphold and honour Treaty of Waitangi • A harmonious relationship exists between all parties and stakeholders

	<ul style="list-style-type: none"> Actively participating in activities in line with the desired culture. Positively representing the image of BBBS at all times 	
Relationships	<ul style="list-style-type: none"> Developing, strengthening and maintaining relationships with mentors, whānau, networks that work with children and young people 	<ul style="list-style-type: none"> Positive relationships exist with external communities of interest and partnerships are positively nurtured A good knowledge and understanding about their business needs, personal needs and cultural needs are demonstrated to families, children, colleagues, BBBS Board and sponsors

PERSON SPECIFICATION

Qualifications

- Have a relevant qualification or experience in the social service, health or education sector.

Experience & Skills

Essential

- Excellent inter-personal skills and a proven ability to develop a good rapport with children, young people, their parents and families, mentors and community agencies
- Excellent administrative skills and previous experience in office management and administration
- Proven experience and ability to use sound judgment
- Proven experience in the education sector
- A good understanding of the Treaty of Waitangi and a commitment to working with a bi-cultural approach
- Networking ability within the region
- Computer literate in Microsoft products
- Proven dedication to working with young people and their families undergoing stress including skills in assessment, counselling and family intervention
- Experience in co-coordinating, training, motivating and supervision of volunteers

- Experience liaising with iwi organisations

Desirable

- Sound business acumen and people management experience an advantage
- A sound knowledge of other relevant services and programmes in the district
- Demonstrates in practice approaches that build positive Youth Development

Personal Attributes

- Proven ability to empathise with people
- Emotional maturity
- Sound judgment with confident decision making
- Flexibility in work practices
- Proven ability to be self-motivated and able to work with to minimum supervision
- Proven and sound organisational and time management skills
- Team player showing commitment to working as part of a larger team

Signed _____
Employer

Signed _____
Employee

Date _____