



Kāpiti Impact Trust

Challenge for Change Mentoring and Whanau Support Programme

JOB DESCRIPTION

Position:	Youth Mentoring Coordinator
Position Purpose:	Provide comprehensive management and leadership for the Challenge for Change programme. Support and empower mentors, youth participants, and whānau on the mentoring journey and foster positive youth development.
Reports to:	Business Manager
Internal relationships:	Social Worker, Operations and Accounting employees, Volunteers,
External relationships:	Schools, Community Sector Organisations, Volunteers
Hours of work:	The position is part-time for an average of 30 hours per fortnight, It requires some weekend and after hours work.
Place of work	6 Tongariro Street, Paraparaumu. Working from home options available
Contract:	1 year fixed term

About Kāpiti Impact Trust and Challenge for Change

Kāpiti Impact Trust (KIT) has been actively involved in the Kāpiti Coast community since 2006. We value a holistic approach and work with our community to increase well-being for all. Our three strategic priorities are whānau, young people and building collaboration and effectiveness across Kapiti's social sector.

We are committed to fostering a diverse team representing our communities and creating an inclusive workplace culture. Our passionate team strives to help individuals thrive and bring about positive change in our community. Additionally, we support flexible working conditions and ensure the ongoing well-being of our employees.

Challenge for Change is a Positive Youth Development approach focused on making a difference in

the lives of rangatahi aged 9-13 years in the Kāpiti district. Our approach is about supporting young people to achieve success through experiencing a supportive and nurturing environment. Using the power of one-to-one adult-young person mentoring relationships, the goal of Challenge for Change is that young people realise their own potential and build skills and competencies to support them as they move into their teen years.

Whanau play a significant role in a young person's development, so Challenge for Change provides wrap-around support to caregivers alongside our 9-week Bigger Picture Parenting workshops.

Role Summary

We are seeking a passionate and experienced person to join our team and lead the successful delivery of our Challenge for Change programme. In this role, you will play a pivotal role in ensuring programme effectiveness and positive youth development outcomes. You will oversee all aspects of the program, including:

- **Youth Matching and Support:** using a youth-led focus carefully match young people with suitable mentors and provide ongoing support to both parties throughout the mentoring journey.
- **Mentor Recruitment, Training and Management:** Manage, develop and implement strategies to attract, screen, train, and support volunteer mentors.
- **Whanau Engagement:** Build strong relationships with whānau and ensure their positive involvement in their young person's mentoring journey.
- **Program Development and Evaluation:** Continuously improve the programme by developing new resources, monitoring progress, and conducting programme evaluations.
- **Compliance and Reporting:** Maintain accurate records and reports to meet regulatory requirements and funding obligations.
- **Collaboration:** Working collaboratively with other team members, stakeholders, and community partners.
- **Community Engagement:** Develop and implement strategies to increase community awareness of the Challenge for Change programme. This includes utilising social media platforms, attending community events, and other engagement opportunities.

Person Specification

- A proven track record of building strong and positive relationships with young people, whānau, and within the community
- A good communicator who can relate to people of all ages and cultures
- Adept at coordinating, training, and inspiring volunteers to maximise their impact
- An excellent problem solver who can remain calm under pressure
- Honest, ethical and impartial, and able to keep information private
- Energetic and enthusiastic, with a sense of humour
- Self-driven and independent worker who can take charge and own the role
- Experience working in the NGO and community sector
- A passion for Te Reo Māori and Tikanga Māori, and a commitment to working in accordance with Te Tiriti o Waitangi.

- Strong collaboration skills and ability to work effectively within a team environment towards shared goals.
- An understanding of positive youth development approaches and the Code of ethics for youth work in Aotearoa New Zealand
- Group facilitation skills either face-to-face and/or online.

Knowledge and Experience

- Ideally, a relevant tertiary qualification in youth development work or social work or similar work experience in this field
- Minimum of 2 to 5 years of proven experience working with youth in a similar setting
- Advanced skills in Microsoft Office Suite and solid administration skills
- Access to a vehicle and a clean, current full driver's licence
- Hold a current First Aid Certificate (or be willing to complete one at our cost)
- Willingness to undergo vetting as part of the organisation's commitment to safeguarding children and vulnerable people
- The right to work in New Zealand, as either a NZ citizen or permanent resident.

Key deliverables

Support and Engage Young Person and Whānau

- Use a youth-led approach
- Assess youth and whānau needs, collaborating with the KIT Social Worker
- Proactively build rapport and encourage engagement of youth and whānau to ensure a positive mentoring journey
- Conduct regular tailored check-ins and evaluations
- Actively engage with whānau in the Bigger Picture Parenting programme to build strong relationships

Equip and Empower Mentoring Relationship

- Develop and deliver training workshops (face to face and online) to upskill mentors
- Provide ongoing support and monitoring of mentor-mentee interactions
- Deliver events to support the development of mentoring relationships

Programme Reporting and Evaluation

- Ensure good recording and collation of case notes and data about all programme participant involvement.
 - Mentors (application and selection process, assessment, monitoring and evaluation of mentoring relationship, and supervision notes).
 - Young person and whānau (referral, assessment, monitoring and evaluation documentation).
 - School and agency reports /feedback.
 - Agencies involved in the programme
- Gather and manage evaluation so the impact can support grant applications and programme reporting
- Deliver timely and accurate progress reports to the Business Manager

- Conduct regular evaluations with mentors, young people, and whānau to gather insights on programme effectiveness, identify risks, areas for improvement and ensure all parties feel supported.

Community Engagement

- Recruit and support passionate volunteer mentors using innovative strategies including online platforms, community presentations and partnering with local businesses
- Develop and implement a comprehensive community engagement strategy that could involve attending community events or collaborating with local organisations to raise awareness of the programme and its benefits for young people, whānau and mentors.
- Build strong relationships with key stakeholders to foster connections with schools, social service agencies, and community organisations
- Manage a user-friendly programme website to provide accessible information about the programme.
- Deliver engaging social media content to promote the programme

Programme Administration and Team Work

- Serve as the primary contact for inquiries and provide exceptional customer service
- Manage the financial sustainability of the programme including effective budget management, resourcefulness, and exploration of funding opportunities.
- Adhere to all KIT policies and procedures and government laws and regulations relating to this role.
- Ensure all Health and Safety obligations are met. Conduct thorough Risk Assessments (RAMs) for each program aspect, proactively identifying and mitigating potential risks for youth, mentors, and whānau.
- Actively contribute to a cohesive team environment, fostering open and honest communication with colleagues. Show compassion and support by encouraging each other's strengths and offering a helping hand whenever possible.
- Contribute to a culture of open communication, respect, and empathy, creating a safe space for colleagues to share ideas and thrive.
- Take a proactive approach to team efforts, demonstrating initiative and a willingness to support team members. Celebrate individual and collective successes, fostering a sense of shared purpose and accomplishment.