

Kāpiti Impact Trust

Challenge for Change Mentoring and Family Support Programme

ROLE SPECIFICATION

Position	<u>Challenge for Change – Programme Support – Events casual/part time</u>
Position Purpose	Supporting the Coordinator of the Challenge for Change Kāpiti Programme in accordance KIT policies and procedures
Reports to	Business Manager, Challenge for Change Coordinator

Summary

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

Challenge for Change is an early intervention mentoring programme that supports at risk young people aged, between 9-13 years. The wrap around approach seeks to improve the outcomes for the whanau with support strategies for parents/caregivers. The programme aims to support young people to develop the life skills they need to take part positively in the community.

Role Summary

This role is to support the Challenge for Change Coordinator to run events that support young people and whanau participating in the Challenge for Change programme. It involves weekend and evening work as well as 2 overnight events. This role is a casual part time role

Key Personal Attributes

- Possess the energy, passion and commitment to be an advocate for better outcomes for children, young people and families.
- Possess empathy and relatability for families who are undergoing stress and difficulty.
- The ability to build rapport and trust with people of different ages and backgrounds.
- Understanding of, and commitment to, working in accord with, the articles of the Treaty of Waitangi.
- Self-motivated and able to work with the minimum of supervision at times.
- The ability to work well within a team
- Willing and able to take direction regarding the varying aspects of the programme
- Able to maintain confidentiality at all times
- A networker, with the ability to build strong relationships within the community
- High level of emotional intelligence and self awareness.
- A desire to make a positive contribution to the team and organisational culture.

Key Deliverables

- The programme events are delivered with fidelity and adheres to the mission of Kāpiti Impact Trust.
- Young people and whanau in the programme are engaged and supported.
- Effective community and agency networks and relationships are maintained to ensure the programme has continuing community support and is sustainable.
- Accurate records are maintained for all aspects of the programme, including case notes and regular evaluations.

Key Accountabilities and Responsibilities	Competencies and Technical Skills Required
<p>Group Events</p> <ul style="list-style-type: none"> • Assist with the planning and running of events such as matching dinner, orientation camp, Noho marae, and other group events (i.e. amazing race and family fun day) and the final celebration as and when required. • Assist with catering at mentor training sessions, mentor group supervision, matching dinner, camp, marae stay and celebration. • Apply for funding or gain sponsorship to cover event costs. • Record details of the events for social media 	<ul style="list-style-type: none"> • Previous experience of running a variety of events for both adults and children. • Knowledge of Health and Safety requirements and use of RAM forms • Excellent communication and organisational skills, providing clear instructions and guidance • Some experience in recruitment, training, motivating and supervision of volunteer teams • Interest in adventure-based and experiential learning methods as a way of working with children, young people and groups. • Previous experience in gaining funding an advantage.
<p>All support people will</p> <ul style="list-style-type: none"> • Maintain accurate records on all relevant aspects of the programme • Provide appropriate information to various groups about Challenge for Change and promote the programme's aims and objectives. • Liaise with schools, families and other community and partner agencies in a professional and timely manner. • Assist in maintaining a positive, supportive relationship between mentors and the young people and their families involved in the programme. • Build rapport with the mentors, young person and/or family to encourage programme engagement. 	<ul style="list-style-type: none"> • Has a proven track record of successfully promoting and networking in a community environment. • Excellent written and oral communication skills • Has proven experience of relating well with a variety of people • Outstanding relationship, time management, administrative skills • Confident computer, literacy and communication skills

Other Requirements

This role is required to have

- A clear police check
- Full current covid vaccine pass
- Own car/transport with a full clear driver's licence
- The ability to attend the events that occur on weekends and evenings.