



Position	Auckland Tāmaki Makaurau Schools Coordinator
Reports to	Managing Director; InsideOUT Board
Location	Auckland, New Zealand
Date	August 2019

Job Objectives

As InsideOUT's Auckland/Tāmaki Makaurau Schools Coordinator you will have responsibility for overseeing the delivery of a regional network and monthly support group for students leading rainbow diversity groups/queer-straight alliances in their schools.

You will support staff and students to make schools across Auckland/Tāmaki Makaurau safer places for young people of minority sexualities, genders and sex characteristics.

InsideOUT's Vision and Mission

Our Vision:

All rainbow young people in Aotearoa New Zealand have a sense of belonging and safety in their schools and communities.

Our Mission:

To work with youth, whānau, schools, community groups, youth services, government agencies and other relevant organisations to provide safer schools and communities for rainbow young people.

To foster the building and provision of resources, education, information, hui and relevant tools which work to improve the health, wellbeing and safety of rainbow young people.

Essential Job Results

Service Delivery

- Plan content, schedule and promote meet-ups between QSAs and QSA leaders
- Work alongside volunteers to deliver meet-ups and school support
- Support the group members as necessary between meetings to successfully run and manage their groups and create safer environments for young people in their schools
- Liaise with staff and students in Auckland/Tāmaki Makaurau schools that do not yet have groups, to support them to start these, or take other actions to make their schools safer for rainbow young people.
- Deliver professional development training for school staff and other relevant agencies as required.
- Provide support over phone, e-mail and in-person as required to staff and students wanting support to lead and run queer straight alliances/rainbow diversity groups in their schools or make other changes to create rainbow inclusive schools.

Reporting

- Plan and implement an evaluation system for the project
- Record details of group attendees and school progress after each group meeting.
- Maintain details of communications and work with schools in your region through our database.
- Prepare a quarterly written report for the Managing Director, regarding updates on the progress of the project and your activities for each month.
- Communicate details of project progress and relevant updates to the Managing Director as appropriate.

Availability

- Due to the part time nature of the role, it will not be possible for the Tāmaki Makaurau/Auckland Schools Coordinator to always be available during standard working hours. It is expected that any message sent to the coordinator (including phone messages, text messages and emails) will be responded to within ten working days.
- An exception to the above may occur immediately prior to key milestones, where additional communication will be required. This will be discussed by the Tāmaki Makaurau/Auckland Schools Coordinator and relevant parties on a case by case basis.