



Position	Bay of Plenty/Te Moana-a-Toi Schools Coordinator
Reports to	Managing Director InsideOUT Board
Location	Bay of Plenty/Te Moana-a-Toi Region, Aotearoa New Zealand
Date	August 2020

Job Objectives

As InsideOUT's Bay of Plenty/Te Moana-a-Toi Schools Coordinator you will have responsibility for overseeing the delivery of a regional network and monthly support group for students who are part of rainbow diversity groups/queer-straight alliances in their schools or wanting to make their schools more rainbow inclusive, known as the Q'D UP Bay of Plenty/Te Moana-a-Toi.

You will support staff and students to make schools across Bay of Plenty/Te Moana-a-Toi safer places for rainbow young people through outreach visits, online support and through delivering professional development.

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

Supporting Bay of Plenty/Te Moana-a-Toi Schools

- Plan content, schedule and promote the monthly meet-ups for the Q'D UP Bay of Plenty/Te Moana-a-Toi group
- Work alongside volunteers to deliver monthly meet-ups of Q'D UP Bay of Plenty/Te Moana-a-Toi group
- 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 Bay of Plenty/Te Moana-a-Toi 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 staff professional development workshops to school staff to support them to create more rainbow inclusive schools
- 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 make their schools safer for rainbow young people.
- Be part of a team supporting InsideOUT's work with schools across Aotearoa, through things such as providing feedback on resources or promoting campaigns such as Schools Pride Week to schools in your region.

Reporting

- Support InsideOUT to manage any relevant funding report backs for your role.
- Record details of group attendees and school progress after each monthly group meeting or school interaction.
- Prepare a quarterly written report for the Managing Director, regarding updates on the progress of the work and your activities for each month.
- Communicate details of project progress and relevant updates to the Managing Director as appropriate.

POSITION DESCRIPTION: Bay of Plenty/Te Moana-a-Toi Schools Coordinator

Availability

- Due to the part time nature of the role, it will not be possible for the Bay of Plenty/Te Moana-a-Toi 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 Bay of Plenty/Te Moana-a-Toi Schools Coordinator and relevant parties on a case by case basis.