



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.

Position	Projects Coordinator
Reports to	Managing Director, InsideOUT Board
Location	Wellington
Date	November 2020-September 2021
Job Objective	As InsideOUT's Takatāpui Projects Coordinator you will have responsibility for coordinating and delivering a new initiative aimed at increasing understanding and awareness of takatāpui identities, via creating promotional resources, supporting resources that build competency within our own and other organisations, and providing support for kura kaupapa/Māori-medium schools. This will be done in collaboration with a takatāpui youth advisory group.

Essential Job Results

Project Coordination

- Develop project plans with key timeframes
- Recruit and coordinate a takatāpui youth advisory group for the projects
- Facilitate meetings with takatāpui youth advisory group to plan and implement the projects
- Collaborate with the advisory group, InsideOUT staff, volunteers and external organisations to design and coordinate the projects and delivery
- Oversee the promotion and publicity of the projects
- Organise location, equipment and materials as needed for film and photography shoots
- Attend the film and photo shoots, oversee and support the team to see things run smoothly
- Work alongside the Managing Director to manage the project budgets
- Oversee the development, distribution and launch of the project materials

Kura Kaupapa Coordination

- Liaise with staff and students in one or more kura to support them to make their kura safer for takatāpui young people.
- Develop and deliver staff professional development workshops to staff in one or more kura to support them to create a more rainbow inclusive environment
- Provide support over phone, e-mail and in-person as required to staff and students wanting support to make changes to make their kura safer for takatāpui young people.
- Develop a written resource to support other kura to make their schools inclusive for takatāpui young people
- Be part of a team supporting InsideOUT's work with schools across Aotearoa, through things such as providing feedback on resources, contributing to or promoting campaigns such as Schools Pride Week.

POSITION DESCRIPTION: Takatāpui Projects Coordinator

Reporting

- Communicate details of all coordination to the Managing Director
- Prepare a written report at the end of the project for the board covering how the projects ran and were organised, taking feedback from youth, volunteers, staff and external organisations into account
- Keep a running timesheet of time spent on the project and make this available to the Managing Director

Availability

- The hours of work will be agreed with the successful candidate and are largely flexible.
- Due to the part time nature of the role, it will not be possible for the Projects 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 a week.
- An exception to the above may occur immediately prior to key milestones, where additional communication will be required. This will be discussed by the Projects Coordinator and relevant parties on a case by case basis.