



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	Shift Hui Coordinator
Reports to	Managing Director, InsideOUT Board
Location	Online/Wellington, New Zealand
Date	February - May 2021
Job Objective	As InsideOUT's Shift Hui Coordinator you will have responsibility for coordinating our national youth hui. Shift is a hui (gathering) for rainbow young people aged 15-21, that supports them to make connections, learn about different issues facing the rainbow community, take part in workshops and activities and gain new skills and knowledge to help them make their schools and communities a safer place.

Essential Job Results

Project Coordination

- Develop and update event policy and risk management plan
- Develop and update volunteer contracts
- Build and maintain relationships with key individuals and entities external to InsideOUT that are involved in the hui
- Coordinate volunteers, including training and induction where necessary
- Ensure the hui is compliant with legal and health and safety obligations
- Collaborate with InsideOUT staff and volunteers to design and coordinate the hui programme and delivery
- Reach out to Māori and other diverse ethnic and community groups to promote Shift and increase the participation from marginalised parts of rainbow communities
- Oversee the promotion and publicity of the event
- Support volunteers to plan and manage catering of the event
- Liaise with the marae to arrange a pōwhiri and poroporoaki, coordinate set up and pack down of space and respect tikanga
- Work alongside the Managing Director to manage the Shift Hui budget and identify funding needs
- Attend the hui, oversee and support volunteers to see things run smoothly
- Ensure processes are in place for volunteers to debrief after the hui
- Work to incorporate feedback from previous years into the planning of the hui

Reporting

- Develop and maintain a project plan for the hui
- Communicate details of all coordination to the Managing Director
- Conduct pre- and post – event evaluations and report on outcomes
- Support other staff with funding reportbacks
- Prepare a written report on how the hui ran and was organised, taking feedback from youth, volunteers, staff and external organisations into account

Availability

- The hours of work will be agreed with the successful candidate and are largely flexible. The role will be more intensive in particular periods such as the week leading up to the hui and quieter in others, so will require someone who is able to do their best to work with this. Shift 2021 is pencilled for 23rd-26th April 2021.
- Due to the part time nature of the role, it will not be possible for the Shift Hui 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 Shift Hui Coordinator and relevant parties on a case by case basis.