

InsideOUT

KŌARO - TATŪ KI ROTO, TATŪ KI WAHO

Position	Operations and Engagement Lead
Reports to	Managing Director
Location	Te Whanganui-a-Tara Wellington, Aotearoa New Zealand
Date	September 2022

Job Objectives

As InsideOUT Kōaro's Operations and Engagement Lead, you will oversee and support our communications, volunteer and community engagement team to deliver against our annual plan and strategy.

You will have responsibility for overseeing our submissions, advocacy and resources. You will assist the Managing Director and the Board with responsibilities to the wider InsideOUT Kōaro team through arranging organisation-wide professional development opportunities, supporting the development of policies and processes and health and safety compliance.

InsideOUT Kōaro'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

Team Management

- Oversee and support our Communications Coordinator, Volunteer and Community Engagement Coordinators, Shift Hui Coordinator and occasionally other project contractors.
- Support the recruitment, hiring, induction, professional development, performance reviews and exit interviews for their team.
- Support the establishment of processes and procedures to help your team work effectively.

Communications and Engagement

- Administer the hello@insideout.org.nz email and hold responsibility for responding to and handling general inquiries.
- Support the Communications Coordinator by providing direction and guidance as to the administration of InsideOUT Kōaro social media channels, website, and the development of communications strategy.
- Support the Volunteer and Community Engagement Coordinators with delivering our volunteer strategy and community engagement opportunities.
- Oversee engagement with submissions processes, advocacy opportunities, and support staff involvement in these.
- Act as spokesperson for InsideOUT Kōaro, in the absence of the Managing Director or if delegated.
- Lead an annual review cycle of InsideOUT Kōaro resources, looking for opportunities to update resources, add new resources and partner with others on resources.

Organisational Support

- Support the development and maintenance of policies and processes.
- Coordinate organisation-wide professional development, with support from relevant staff where applicable.
- Assist in HR processes, including helping the organisation's processes remain legally compliant, and ensuring that health and safety regulations are followed.

Reporting

- Communicate details of progress and relevant updates to the Managing Director.

POSITION DESCRIPTION: Operations and Engagement Manager

- Provide quarterly reports to the Board
- Support InsideOUT Kōaro to manage any relevant funding report backs for your role.

Miscellaneous

- Assist InsideOUT Kōaro with other tasks as required, as time in the role allows or by other agreement. This may include things such as representing InsideOUT Kōaro at events or meetings, workshop facilitation, and technical or administrative tasks.
- Approve expenditure in line with financial delegations.
- Take part in relevant training, meetings or other tasks to support InsideOUT Kōaro's journey towards decolonisation and continuing to honour Te Tiriti o Waitangi.
- Support InsideOUT Kōaro and your team to deliver on the annual plan and strategic plan.

Availability

- It is expected that any message sent to the manager (including phone messages, text messages and emails) will be responded to within three 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 [insert name] Manager and relevant parties on a case by case basis.