



Position	School Services Manager
Reports to	Managing Director; InsideOUT Board
Location	New Zealand
Date	May 2023

Job Objectives

As InsideOUT's School Services Manager, you will oversee and support our regional Schools Coordinators and our School Campaigns Coordinator to make schools across Aotearoa safer places for rainbow young people. This includes a role in recruitment and ongoing support to this team of staff.

You will have responsibility for overseeing national support and advocacy for schools and rainbow ākonga. This includes oversight and distribution of resources, our Schools Tracker database, monthly newsletters to schools, delivery of peer support spaces for teachers and students - Q'D UP Aotearoa and EduQ'd, facilitating professional development and engaging with external stakeholders.

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

Team Management

- Oversee and support our team of Schools Coordinators and the School Campaigns Coordinator based across Aotearoa to perform their roles, including one-on-one catch-ups and team hui
- Ability to support and guide the team with knowledge of best practice
- Support the recruitment, hiring, induction, professional development, performance reviews and exit interviews for your team
- Lead the establishment of processes and procedures to help your team work effectively

National Schools Work

- Represent InsideOUT and advocate for rainbow rangatahi at relevant engagements with the education, government and community sectors and build relationships with external stakeholders e.g. Ministry of Education, ERO, Family Planning, NZ Health Education Association, relevant researchers
- Oversee the management and reporting functions of the Schools Tracker: a CRM/database to track our interactions with schools nationally
- Support an annual review cycle of InsideOUT resources, looking for opportunities to update resources, add new resources and partner with others on resources
- Fill in for regional staff on significant periods of leave as needed to oversee and support the delivery of digital mentoring over the 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 and make other changes towards being rainbow inclusive schools
- Produce a monthly newsletter for the national Schools Network, profiling success stories, sharing resources, awareness days and updates and giving suggestions of activities groups could run
- Contribute time towards key InsideOUT projects and campaigns, such as Schools Pride Week and Out on the Shelves
- Assist with the delivery of professional development training to schools and organisations as required. Travel is likely to be associated with this from time to time
- Overseeing and delivering monthly Q'D UP Aotearoa and EduQ'd online hui (zoom peer support sessions for students and teachers) and supporting the team with regional Q'D UP sessions as necessary

POSITION DESCRIPTION: School Services Manager

Reporting

- Communicate details of progress and relevant updates to the Managing Director
- Maintain information on interactions with schools in the Schools Tracker
- Support InsideOUT to manage any relevant funding report backs for your role, including monthly and quarterly report backs to Te Whatu Ora and regular meetings with funders

Miscellaneous

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

Availability

- It is expected that any message sent to the coordinator (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 School Services Manager and relevant parties on a case by case basis.