

Inside OUT

KŌARO – TATŪ KI ROTO, TATŪ KI WAHO

Position	Regional Schools Coordinator
Reports to	School Services Manager, Managing Director; InsideOUT Board
Location	Aotearoa
Date	October 2023

Job Objectives

As one of InsideOUT's Regional Schools Coordinators, you will support staff and students to make schools across your region safer places for rainbow and takatāpui young people.

This will include in person meetings in schools with students and staff, community engagement, delivering workshops and running regional Q'D UP meetings either in person or online.

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

Service Delivery

- Deliver professional development training for school staff and other relevant agencies as required.
- 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 create rainbow inclusive schools.
- Plan content, schedule and promote regular meet-ups for Q'D UP (peer support group for high-school students involved in QSA/rainbow diversity groups). These may be alongside other rainbow organisations in your region.
- Facilitate your regional Discord server to keep rangatahi informed of events happening in their area.
- Liaise with volunteers in your region to assist you in running social groups and supporting schools where necessary.
- Liaise with staff and students in regional 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.
- Work alongside other relevant providers in your area (e.g. other rainbow/takatāpui organisations or youth services) to support events and foster a sense of belonging and safety with rangatahi engaging in those services as needed.
- 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.
- Be part of a team supporting InsideOUT's goals regarding honouring Te Tiriti O Waitangi.
- Support facilitation for other InsideOUT workshops outside of schools in your region from time to time.

POSITION DESCRIPTION: Regional Schools Coordinator

Reporting

- Record details of group attendees and school progress after each group meeting.
- Maintain the Schools Tracker records to stay up to date with accurate records of our relationships with schools in the region.
- Communicate details of project progress, activities and relevant updates to the School Services Manager as appropriate.
- Support InsideOUT to manage any relevant funding report backs for your role.

Availability

- It is expected that any message sent to the coordinator (including phone messages, text messages and emails) will be responded to within five 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 Schools Coordinator and relevant parties on a case by case basis.