

# Chief Executive - InsideOUT Kōaro

## Job Description

### About InsideOUT Kōaro

InsideOUT Kōaro's vision is to support all rainbow and takatāpui young people to have a sense of safety and belonging in their schools and communities. We deliver services across Aotearoa New Zealand to achieve this vision.

### Position Overview

The Chief Executive provides strategic leadership and operational oversight for InsideOUT Kōaro, ensuring the organisation delivers on its mission and strategy while maintaining sustainable operations. This role requires someone who can navigate complex stakeholder relationships, manage a diverse team, and champion rainbow community needs at the highest levels.

**Reports to:** Governance Board

**Direct Reports:** 5-7

**Budget Responsibility:** Approximately \$2 million annually

**Hours of work:** 40 per week

### Key responsibilities

#### Lead the mahi

- Work with the Board to shape an ambitious five-year strategy that grows our reach and impact across schools, workplaces, and communities.
- Set clear goals that show how we'll make a meaningful difference for rainbow young people, and what funding we'll need to make it happen.
- Lead our annual planning, engaging our people and Board effectively, so that there is a clear direction for everyone in the organisation.
- Support the team to grow a diverse mix of income streams - including government funding, grants from big-hearted donors, corporate partnerships, service delivery opportunities, business development initiatives, and strengthening our merch game.
- Drive the ongoing improvement of the organisation, culture, health and safety, and our systems.
- Oversee daily operations, with a particular focus on our budget, financial processes, refreshed policies, and compliance.

#### Back Our People

- Inspire, coach, and uplift your leadership team to thrive and grow.
- Be part of leading a workplace culture that's inclusive, caring, high-performing, and supportive of wellbeing.
- Be a steady and decisive presence in the trickier moments - resolving conflict with fairness and heart.

- Make sure we have a structure fit for achieving our purpose, and that our people are upskilled to meet the evolving needs of the organisation.

### **Be Our Voice**

- Speak up for rainbow communities in government and community spaces.
- Tell our story proudly - publicise our organisational profile through strategic communications and advocacy at hui, in the media, at conferences, and with policymakers.
- Raise awareness of the needs of rainbow youth and the key issues they face.
- Build and hold relationships with government, media and key funders.
- Strengthen relationships with iwi, schools, youth networks, and partner organisations.

### **Live and Breathe Te Tiriti o Waitangi**

- Honour the articles of Te Tiriti o Waitangi in our strategy, policies and everyday mahi.
- Co-design programmes with Māori staff, rangatahi, and iwi to centre te ao Māori.
- Model tikanga Māori across our meetings, events and communications.

## **Essential experience, expertise & values**

### **Leadership and financial capability**

- Proven leadership experience (preferably in the NGO, not-for-profit, or education space) with responsibility for strategy, people, and operations.
- Understanding of Aotearoa's social services ecosystem.
- Demonstrated success in managing budgets and delivering financial sustainability.
- An adaptive, entrepreneurial mindset and effective problem solving skills.

### **Te Ao Māori Competency**

- Strong understanding of te ao Māori, with a commitment to kaupapa Māori approaches.
- Demonstrated ability to apply Te Tiriti o Waitangi in practical, values-aligned ways that shape InsideOUT's strategy, relationships, and everyday mahi.
- Understanding of the impacts of colonisation and contemporary issues facing Māori in Aotearoa.
- Commitment to ongoing learning and development.

### **Rainbow Community Knowledge**

- Well-grounded knowledge of rainbow communities, with a lived or deeply informed understanding of LGBTQIA+ identities, rights, and challenges.
- Insight into the issues facing young rainbow people - especially those at intersections of marginalisation (e.g. Māori, disabled, rural, trans, migrant youth).
- Unwavering commitment to rainbow equity and social justice.

### **Communication and People Skills**

- Outstanding communicator who builds trust across different spaces and with people from diverse backgrounds and abilities.

- Skilled at adapting your approach for different audiences, including young people, government officials, media, and corporate partners.
- Emotionally intelligent and courageous in decision-making, especially under pressure.
- Strategic thinker with strong operational nous, able to turn big-picture vision into practical outcomes.

## **Desirable knowledge and experience**

### **While not essential the following capabilities would be advantageous**

- Technically savvy with knowledge of, or ability to quickly learn programmes such as Google Suite, Slack, Zoom, Xero, payroll platforms, and CRM systems (e.g. Salesforce).
- Experience developing social media and digital engagement strategies.
- Experience in fundraising, and securing grants and sponsorships.
- Existing relationships across government, the rainbow sector and advocacy networks.
- Understanding of the machinery of government .
- Politically astute with an awareness of operating in the public eye.

## **How We Work and What We Offer**

### **Flexibility**

- Flexible working hours - start and finish times are negotiable.
- We offer a flexible work location. While regular in-office collaboration in Wellington is important for team connection and presence, we're open to occasional remote working. For the right candidate, being based outside Wellington may be considered.
- The role includes occasional evening and weekend commitments (typically a handful of nights each month) as well as some travel to support events and strengthen key relationships.

### **Benefits, Equipment, and development**

- Coaching, professional supervision, and development opportunities to support your growth and wellbeing.
- Annual wellbeing and remote work allowances.
- 15 days of paid sick/wellbeing leave each year, plus a paid end-of-year close-down.
- Laptop and phone provided to help you stay connected.

### **Desirable qualifications**

A professional background in social work, community development, business leadership, education, advocacy, counselling, or a related field is highly desirable. However, we welcome a range of qualifications and lived experiences that demonstrates your ability to lead boldly and compassionately.