



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	Pacific Rainbow Competency Services Coordinator
Reports to	Workplace Services Delivery Lead, InsideOUT Board
Location	Tāmaki Makaurau or Te Whanganui-a-Tara, travel around Aotearoa required
Job Objective	As InsideOUT's Pacific Rainbow Competency Services Coordinator you will have responsibility for booking and delivering training to Pasifika organisations and those services who deliver to Pasifika communities in the mental health and addictions sector.

Essential Job Results

Mental Health and Addiction Workforce Training Coordination

- Review and maintain up-to-date content for InsideOUT's Pacific rainbow competency training for Pasifika organisations working in the mental health and addictions space

POSITION DESCRIPTION: Pacific Rainbow Competency Services Coordinator

- Lead communication and bookings for training with Pasifika organisations and other eligible services.
- Liaise with staff within the Workplace Services and Operations teams to coordinate inter-regional travel in a timely manner and on an as-needed basis
- Provide pre-session information to other stream facilitators, workshop contacts and participants
- Co-deliver training to the relevant organisations across Aotearoa
- Distribute and collect evaluation forms and information required for reporting on the training
- Distributing follow-up information and resources to workshop participants

Programme Administration & Reporting

- Collect & provide accurate data for the Workplace Services Team for regular reporting on the training delivered
- Communicate details of all coordination to the Workplace Services Team
- Keep a running timesheet of hours and make this available to the Workplace Services Delivery Lead as directed.

Availability

- Due to the part-time nature of the role, it is expected that any message sent to the contractor (including phone messages, text messages and emails) will be responded to within three working days.
- There will be times when the contractor is expected to respond within 12-24 hours. This expectation will be clearly communicated, and discussed by the contractor and relevant parties on a case by case basis.