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| **Position Title:** | **Safety Coordinator - 12 Months Fixed Term** |
| **Location:** | Wairoa |
| **Responsible to:** | Ngāti Kahungunu Wairoa Taiwhenua Incorporated  Wairoa Community Partnerships Group |
| **Primary Functions of the Position:** | Coordinate and drive the progress of the Wairoa Safety Plan designed to ensure Wairoa becomes a safe, vibrant and resilient community. |

**Purpose**

The Wairoa Community Partnerships Group (WCPG) has determined that one of the main contributors to the harms being experienced by the Wairoa community is the lack of visible pathways open to the people (especially rangatahi) living in Wairoa.

The WCPG will realise demonstrable improvements to social sector effectiveness in Wairoa so that all whanau lead safe and well lives in their communities.

The Safety Coordinator will support the WCPG by coordinating progress of the Wairoa Safety Plan, ensuring that all activities are being progressed in line with the overall vision of the WCPG. They will work in conjunction with the Research and Design Advisor who will be developing activities and solutions.

**Functional Relationships**

The Safety Coordinator will develop and maintain excellent relationships with agencies and NGOs that provide support to the people of Wairoa. Key stakeholders include but are not limited to:

* The Wairoa Community Partnerships Group
* Local Iwi and hapū within the Wairoa area
* Local DHBs
* Police
* Ministry of Justice
* Ministry of Education
* Ministry of Social Development
* Ara Poutama Aotearoa
* Waka Kotahi
* Oranga Tamariki
* Primary Health and counseling services
* Mental Health and Addiction Services
* Family Violence Services
* Community providers
* Other providers of relevant services

The WCPG is made up of some of the agencies and NGOs listed above, who provide leadership of the Wairoa Safety Plan designed to make Wairoa a safe and thriving community.

**Principles and Values**

Ngāti Kahungunu Wairoa Taiwhenua Incorporated is a charity established to advocate, promote and act for the ultimate benefit of all our tangata whenua members in the areas of spiritual, cultural, educational, environmental, economic and social advancement. The Board consists of 12 members appointed by the marae of Wairoa District to represent the interests of the approximately 9,300 registered members. In doing so, Wairoa Taiwhenua supports our entire community as our constitution permits in understanding our community is ultimately stronger together. Wairoa Taiwhenua has been serving our community for 30 years.

Wairoa Taiwhenua is an active member of the Wairoa Community Partnership Group (Governance). The aspiration of the WCPG is ‘All whānau across the Wairoa district are thriving’.

This aspiration is supported by the following values and supporting statements of Wairoa Taiwhenua and are expected behaviors of each individual working as part of the collective, including the Safety Coordinator:

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| **Ko taku rekereke, ko taku tūrangawaewae** | To uplift the mana of tangata, whānau, hapū and marae first and foremost as integral components of our community. |
| **He manako te kōura, e kore ai** | To advocate for our community in areas including spiritual, cultural, educational, environmental, economic and social. |
| **Ngā wharerau o Te Tahinga** | To work collaboratively with other entities to provide the best support possible for our community. |
| **He ao te rangi ka uhia** | To support our community in promoting spiritual, mental and physical wellbeing. |
| **Ma te huruhuru te manu ka rere ai** | To resource our community where appropriate. |
| **E roa ā raro, e tata ā runga** | To recognise our community is eternal and so is our commitment as part of our collective journey |
| **Ko taku rekereke, ko taku tūrangawaewae** | To uplift the mana of tangata, whānau, hapū and marae first and foremost as integral components of our community. |

The position of Safety Coordinator encompasses the following major functions or key result areas:

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| **Key Responsibility Area** | **Expected Outcomes** |
| **Implementing solutions and drive progress on the Safety Plan** | * Ensuring that proposed solutions are incorporated in the Safety Plan * Implementing the solutions and proposals that are identified by the Research and Development Advisor. * Actively monitor the delivery of these activities * Proactively identify and report on risks to the delivery of the Safety Plan to the WCPG |
| **Establish and maintain relationships with key stakeholders** | * Develop strong relationships within Wairoa community to ensure full buy in with Safety Plan |
| **Align Safety Plan with the Safe Communities Wairoa Programme** | * Ensure that the Safety Plan includes and aligns with the outcomes identified in the Safe Communities: Wairoa programme and |
| **Record and monitor outcomes** | * The WCPG is able to report on the outcomes of the role and the impact it is having in Wairoa. |
| **Support the WCPG as needed** | * Support the WCPG as directed. |

***Variation of Duties***

Duties and responsibilities described above is not intended to limit the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

***Person Specification***

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| **Knowledge, skills and experience – able to demonstrate** |

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| ***Essential*** | ***Competencies*** |
| * Experience in stakeholder, operations and project management * Experience working in communities and with vulnerable populations * Strong networking and relationship management skills * Ability to engage with iwi, hapū and whānau * Excellent written and oral communication skills * Microsoft Office Software to a high level, particularly Word, Excel and PowerPoint * A current valid full NZ drivers’ license | * Cultural competence * Organisational and planning skills * Research, information gathering and monitoring skills * Understand and apply the tools, knowledge, and techniques for managing projects effectively * Problem analysis and solving skills |

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| **Awareness and Understanding of** |

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| ***Essential*** |  |
| * The Treaty of Waitangi and the impact of settlement legislation * The economic, political, social, and cultural context of Wairoa District | |

***Travel***

Some level of travel around Wairoa District will likely occur as needed.

***Performance Development Review***

An initial review of performance will be conducted after three months with regular reviews thereafter.

**Pre-employment checks**

Police check