

Job Description

Reframe Wānanga Coordinator

0.5 FTE

Scope

The purpose of this role is to coordinate the Reframe Wānanga Service, working with facilitators and outside organisations to run courses and workshops, maintaining relationships, data and ensuring good practice.

Key Relationships

- Reports To
 - Youth Services Manager
 - SST Youth Services
 - SMHS
 - Schools
- Relationships With
 - NGOs
 - Peer facilitators
 - Reframe volunteer helpers
 - Community venues
 - Service Design Team/Integrity Committee

Designing and Running Courses

- Be actively involved in designing and facilitating some courses
- Preparation for courses – arranging facilitators, venue and equipment (not enrolments)
- Keeping up to date with recent research on youth mental health

Networking & Attending Meetings

- Actively involved in networking with other professionals and youth NGOs
- Maintaining strong connections with lived experience/consumer/peer communities to inform course development and provide pool for peer facilitator recruitment
- Networking with potential facilitators and mentors
- Representing RW at meetings
- Coordinating with integrity committee members to arrange committee meetings – creating a collaborative agenda, taking and disseminating minutes

Coordination of Facilitators

- Meeting new facilitators and inducting – including attending a course Supporting contractors to engage with HR process
- Being a consistent point of contact and support for facilitators
- Soliciting and maintaining knowledge of facilitators availability, skills and interests
- Soliciting and maintaining knowledge of any facilitators support needs, or needs related to maintaining wellness/wellbeing whilst doing this work
- Coordinating with facilitators when courses will run – developing a course/workshop programme or prospectus outline
- Being a referee for facilitators and supporters applying for work

Service Administration

- Providing course details to comms for publicizing
- Book venues, facilitators, mentors (plus back up support) for courses/workshops
- Briefing facilitators on venue evacuation, health and safety, any learning or support needs of participants enrolled in course pre-course
- Maintaining a database of venues for courses, availability, cost
- Maintaining a database of contractors, courses they can facilitate, training undertaken, and when VCA checks are for renewal
- Maintaining a database of courses offered, dates previously run, attendance, high-level evaluation data, facilitators interested/skilled in delivering course, costs associated with course
- Being aware of funding opportunities and supporting the service manager with applying for new funding
- Contributing to accountability reports back to funders – collating feedback and data for reports

Evaluation

- Collecting evaluation forms from facilitators post-course
- Bringing course evaluation back to team
- Collating evaluations
- Actively involved in evaluation analysis
- Providing an opportunity to reflect and debrief post-course – gather learnings for future courses, identify any training needs
- Undertake evaluation of facilitators experiences of courses, workshops, programme including co-facilitation, and their view on participants learning

Reframe Wānanga Design

- Be actively involved in the design of Reframe Wānanga which includes website, themes for RW, locations

Employee Name

Signed

Date

Ideal Appointee

- Qualifications
 - A L4 Certificate in Peer Support Work (or similar) or in training toward that.
- Experience
 - Minimum of 1-year experience in a role that involves services to vulnerable people, preferably Youth and in the Mental Health field
 - Relevant personal experience of mental health distress and/or addiction and recovery.
- Attributes
 - Excellent communication skills 1:1, group, written, verbal
 - Well ordered, punctual, attention to detail
- Knowledge
 - Be able to demonstrate knowledge of issues that affect vulnerable people and to be able to provide support, actions and advice to address those issues.
- Congruent Values
 - Shows SST values:
 - Faith – supporting tangata whaiora (clients) and staff to explore belief in God as a pathway to wellness
 - Grace – accepting and respecting people regardless
 - Hope – every person has value, potential and new possibilities
 - Love – being professional and showing respect in all of our relationships
 - Integrity – practising accountability with each other and stakeholders.