



**Bald Angels Charitable Trust**

*Ngā Anahera Pākira*

"caring for kids in our community"



## **Whānau & Operations Angel**

### **Job description** (Jan 2024)

**Purpose of Position:** To co-facilitate and coordinate all the Projects and Operations with a specific focus on rangatahi, whānau and community relations.

General Operations administration and support role to Management so that the organisation's purpose is fulfilled and our mahi delivers positive outcomes.

**Key relations** with rangatahi, whānau, community, volunteers, partner organisations, programme facilitators, management

#### **The ideal candidate/s will**

- be committed to the wellbeing of our vulnerable people: tamariki, rangatahi, whānau (including LGBTQIA+ and at-risk whānau) and enjoy engaging with them to improve wellbeing outcomes
- value and have a good understanding of te ao Māori principles & tikanga
- be authentic, honest and have excellent listening and communication skills
- support the organisation and efficiency of daily office and project operations
- be results driven and have great problem solving skills
- be well organised and efficient with good time-management skills but will be flexible and able to pivot quickly
- be self-motivated and able to show initiative, innovation and resourcefulness and will not mind getting your hands dirty (we all do all the stuff!)
- enjoy working in a small team that values respect, honesty and integrity above all
- will be emotionally mature and whole-hearted in their approach to life and helping others

You might have amazing life experience, or you might be young and ready to shine. You will want to advocate for our most vulnerable tamariki.

You might

- have youth counselling and/or social work experience
- have experience in other youth work, social services, and/or community advocacy
- have some experience in the NGO /NFP social sector and be committed to strengthening our community mahi

If you also like data, research and reporting, you'll have a flippin' huge halo!

Hours & Location

- up to 30 hrs p/week -flexible by arrangement
- location Kerikeri Office- Bay of Islands. Prefer on-site but some remote work possible

Responsibilities

- Communicate effectively with rangatahi, whānau, partners, agencies, sponsors, volunteers and staff
- Co-manage the daily operations to ensure effective development and delivery of projects/programmes including Rainbow Rangatahi, Kaiārahi mentors and mentees, volunteers, Partner agencies and all community projects & programmes



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- Complete multi-level tasks in a professional and timely manner
- Support the various Angel teams (eg: office, volunteers) to deliver results
- Collaborative teamwork to deliver outcomes across the projects/programmes

You will have a commitment to

- te ao Māori principles: pono, tika, aroha, mana and tapu
- Te Whare Tapa Wha model of wellbeing across our community and including in our working environment.
- improving the wellbeing & life outcomes of vulnerable rangatahi, whānau and community, with a focus on inclusivity, equity, respect and mana.
- working collaboratively to deliver outcomes that serve the community

Qualifications

- Proficiency in Microsoft Office suite (Ideally TEAMS, Outlook, Excel, Word, PowerPoint, etc.)
- Excellent written and verbal communication skills-essential
- Ability to multi-task, organize, and prioritize work- essential
- Proven experience record or relevant tertiary qualification- ideal but we are also open to training a person with lived experience if they have passion, commitment and relevant skills
- The ability to pass a Police Check and a clean Drivers Licence-essential (prior record may not necessarily exclude opportunity to apply)

### Employment Type

Part-time or full time depending on candidates

### Industry

- Non-Profit Organization Leadership position

### Remuneration

Dependant on skill and experience level

**APPLY IN WRITING** Email: [tw@baldangels.org.nz](mailto:tw@baldangels.org.nz) Please put 'Whānau & Ops Angel Job' in subject line.

Please enclose:

1. Cover Letter telling us
  - why you're the Whānau & Ops Angel we're looking for
  - when you are available for interviews
  - best way to contact you
  - when you are available to start if you were offered the job

Plus

2. CV including
  - Last two employment referees