

Job Description

Job Title: Kaiwhakahaere Kaupapa ENGAGE ENGAGE Programme Manager
Reporting to: Kaiwhakawhanake Pakihi (Chief Development Officer)
Section: ENGAGE
Date last changed: 15/06/2022
Version: 1.0

Supervises and Directs Kairuruku ENGAGE (ENGAGE Coordinator)

Relationships

Other internal relationships: **Kaiwhakahaere** (Chief Operations Officer)
Kaitohutohu Māori (Chief Maori Adviser)
 Quality Assessment Team
 ENGAGE facilitators
 Other Methodist Mission Staff

External relationships Early Learning Services
 Ministry of Education
 Philanthropic Funders
 University of Otago
 Otago Innovation Limited

Primary Function

To manage the delivery of the ENGAGE Programme and its Facilitators so it meets or exceeds all contractual, quality and profitability requirements.

Key objectives and tasks

Key Tasks	Elements
Operational performance To be responsible for supporting the daily operation of ENGAGE including overseeing the resources and delivery of the service.	<ul style="list-style-type: none"> Establishing and maintaining a clear understanding of ENGAGE and related programme requirements Setting targets for contract requirements to be met Implement processes to manage tracking of delivery of ENGAGE to Early Childhood Centres to reconcile invoicing and costs Reviewing Facilitator delivery to identify delivery gaps Ensuring Financial targets of the Contract are met Implement a standardised regular reporting process to management and funders Market ENGAGE into new Regions and identify potential new markets

<p>Stakeholder Management To ensure Stakeholders are engaged and invested in the outcomes of ENGAGE</p>	<ul style="list-style-type: none"> • Management of stakeholders including Ministry of Education, Otago University, Otago Innovation Limited, Philanthropic funders, ENGAGE facilitators and Early Childhood Centres • Provision of standardised regular reporting and marketing to Stakeholders
<p>Programme Management To ensure systems and processes are in place to efficiently deliver and track ENGAGE Workshops and associated Projects</p>	<ul style="list-style-type: none"> • Provide Project Management and support for associated Research Projects e.g. KTP • Scheduling and attending meetings • Scheduling and rostering of services to ENGAGE facilitators and ECEs • Managing a remote team of contractors in multiple regions around New Zealand • Work alongside the Quality Assessment team to performance manage facilitator delivery
<p>ENGAGE Record management To ensure ENGAGE record keeping is up to date and scalable</p>	<ul style="list-style-type: none"> • Establish workflow MAX processes and train facilitators to manage rostering/scheduling for delivery • Cost control and invoicing to match the process • Oversee Content management on Teams
<p>Privacy and compliance</p>	<ul style="list-style-type: none"> • Ensure compliance with relevant statutory and compliance issues surrounding maintaining and handling private information. • Contribute to ongoing discussions around improving processes for working with this information
<p>General</p>	<ul style="list-style-type: none"> • Use the Mission's strengths-based model & philosophy in all planning, delivery and interactions. • Undertake personal performance appraisal and supervision processes as directed by the Kaiwhakawhanake Pakihi. • Undertake professional learning development. • Ensure Health & Safety requirements are adhered to and met at all times. • Ensure confidentiality of all record keeping. • Abide by Methodist Mission Southern policies and procedures at all times. • Provide advice to the Kaiwhakawhanake Pakihi on any issues of concern. • Meet with the Kaiwhakawhanake Pakihi for the purpose of monitoring, workflow, workload and Key Performance Indicators. • Support the Kaiwhakawhanake Pakihi in activities as requested. • Actively collaborate with and contributes to across-the-Mission group development initiatives. • Be a leading role model in the organisation's transition in becoming a bicultural organisation

- Able to Travel to Regions to support ENGAGE Programme delivery
- Some weekend or evening work may be required
- Carry out any other duties as requested by the Kaiwhakawhanake Pakihi

Authorisations

Staffing	Kairuruku ENGAGE,
Contractual	ENGAGE Facilitators
Financial	Authorise Invoices, Expenses and Cost Control

Person Specification

- Dedication to the aims and underlying ethos of Methodist Mission Southern

Requirements

Essential

- A track record implementing systems and processes to allow for scalability
- An understanding of Te Tiriti o Waitangi and its application across the work of the Methodist Mission Southern
- Current full driver's license.
- Current knowledge and competency with Microsoft Office

Desirable

- Previous or current experience working in an ECE environment
- Experience and training in a customer service and / or retail environment
- Knowledge of Te Whāriki and changes in the early learning market

Skills

Essential

- Excellent planning, time management and organisational skills
- Strong management skills with the ability to manage conflicting requirements and expectations
- A commitment to working in a bi-cultural organisation.
- Excellent verbal and written communications skills; able to articulate ideas concisely using language appropriate for the audience
- Strong process management skills
- High level of confidentiality and trust when working with facilitators, centres and staff.
- Strongly collaborative in working style with high levels of personal initiative.
- Ability to cope with pressure.
- Timely and accurate reporting within the time

Desirable

- Comfortable using and understanding basic Te Reo Māori and tikaka with a willingness to develop these skills further.
- Current knowledge of the early childhood environment and the policies and procedures surrounding this environment.
- Experience working with Māori and Pasifika Early Learning Services

frame required.

- Always operates in a manner that is positive and creative and where ideas and thoughts are valued and encouraged.
- Ability to build and maintain long term relationships with key stakeholders, and people across participating centres and the wider ENGAGE team

Personal Qualities

Essential

- Demonstrates active listening skills
- Flexible and responsive
- Ability to keep information strictly confidential
- Displays appropriate strength based actions and mannerisms that are appropriate for working with Early Learning Centres
- Ability to manage conflicting needs and requirements
- Able to use initiative effectively
- Self-motivated and energetic
- Open minded and non- judgemental
- Ethical
- Ability to work as part of a team

Desirable

- A passion for early years child development

Authorisation of Job Description

Kaiwhakawhanake Pakihi (Chief Development Officer)

15 June 2022