

## Job Description

**Job Title:** Kaiwhakarite ENGAGE (ENGAGE Administrator) (1.0 FTE)  
**Reporting to:** Kaiwhakahaere Kaupapa ENGAGE (ENGAGE Programme Manager)  
**Section:** ENGAGE  
**Date last changed:** 3 May 2023  
**Version:** 1.1

### Relationships

**Other internal relationships:** Kaiwhakawhanake Pakihi (Chief Development Officer)  
 Kairuruku ENGAGE (ENGAGE Coordinator)  
 ENGAGE Facilitators  
 Kaiwhakahaere (Chief Operations Officer)  
 Other Methodist Mission Staff

**External relationships** Early Learning Services  
 Ministry of Education

### Primary Function

Performing routine tasks to follow process, support facilitators and collect data.

### Key objectives and tasks

Key Tasks	Elements
Administration	<ul style="list-style-type: none"> <li>Assist with booking and confirmation of workshops at ECE Centres</li> <li>Follow up and process attendance records and feedback from workshops</li> <li>Issue certificates of attendance to attendees</li> <li>Tasks assigned to support ENGAGE Research projects</li> <li>Tasks assigned to support Kairuruku ENGAGE and Kaiwhakahaere Kaupapa ENGAGE</li> <li>Phone messages accurately recorded and delivered as soon as practicable where required</li> <li>Take minutes as required</li> <li>All administration tasks are managed and dealt with in a timely and professional manner</li> </ul>
Privacy and compliance	<ul style="list-style-type: none"> <li>Ensure compliance with relevant statutory and compliance issues surrounding maintaining and handling private information.</li> <li>Contribute to ongoing discussions around improving processes for working with this information</li> </ul>
General	<ul style="list-style-type: none"> <li>Use the Mission's strengths-based model &amp; philosophy in all planning, delivery and interactions.</li> <li>Support all ENGAGE processes under the guidance of the Kaiwhakahaere Kaupapa ENGAGE</li> <li>Undertake personal performance appraisal and supervision processes as directed by the Kaiwhakahaere Kaupapa ENGAGE.</li> <li>Undertake professional learning development.</li> <li>Ensure Health &amp; Safety requirements are adhered to and met at all times.</li> <li>Ensure confidentiality of all record keeping.</li> </ul>

- Abide by The Methodist Mission policies and procedures at all times.
- Provide advice to the Kaiwhakawhanake Pakihi, Kaiwhakahaere Kaupapa ENGAGE and Kairuruku ENGAGE on any issues of concern.
- Meet with the Kaiwhakahaere Kaupapa ENGAGE and Kairuruku ENGAGE regularly for the purpose of monitoring, workflow, workload and Key Performance Indicators.
- Support the Kaiwhakahaere Kaupapa ENGAGE in their activities as requested.
- Actively collaborate with and contributes to across-the-Mission group development initiatives.
- Carry out any other duties as requested by the Kaiwhakahaere Kaupapa ENGAGE

### Authorisations

Staffing	No authority
Contractual	No authority
Financial	No authority

### Person Specification

- Dedication to the aims and underlying ethos of The Methodist Mission.

### Requirements

#### Essential

- Previous or current administration experience
- Current full driver's license.
- Current knowledge and competency with Microsoft Office and Adobe

#### Desirable

- Previous or current experience working in an ECE environment
- Experience and training in a customer service and / or retail environment

### Skills

#### Essential

- Excellent planning, time management and organisational skills
- Ability to identify and implement efficient processes
- A commitment to working in a bi-cultural organisation.
- Strong communication skills and the ability to engage people without prior introduction.
- High level of confidentiality and trust when working with centres and staff.
- Strongly collaborative in working style with high levels of personal initiative.
- Ability to cope with pressure.

#### 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

- Able to articulate ideas concisely using language appropriate for the circumstances.
- 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 people across participating centres and the wider ENGAGE team

### **Personal Qualities**

#### *Essential*

- Demonstrates active listening skills
- A passion for early years child development
- Flexible and responsive
- Ability to keep information strictly confidential
- Must be warm, caring and approachable
- Displays appropriate strength based actions and mannerisms that are appropriate for working with Early Learning Centres
- Ability to empathise with kaiako in centres and relate to all staff
- Able to use initiative effectively
- Self-motivated and energetic
- Open minded and non- judgemental
- Ethical
- Ability to work as part of a team

#### *Desirable*

### **Authorisation of Job Description**

**Kaiwhakawhanake Pakihi** (Chief Development Officer)  
30 November 2022