

# POSITION DESCRIPTION



Kia tangi ai te tini parirau to hear the sound of many wings

<b>TITLE:</b> Education Coordinator - Kids Greening Taupō	
<b>EMPLOYMENT TYPE:</b> Fixed term, 30 hours a week	
<b>REPORTS TO:</b> Manager Project Tongariro and Strategic Leadership Team	<b>DIRECT REPORTS:</b> One
<b>LOCATION:</b> Taupō	<b>DATE:</b> September 2019

## Purpose of the position:

To facilitate interactions and opportunities between schools and community partners to achieve the programmes goals and vision.

## Vision

*All Taupō children are learning and taking action for our native plants and animals.*

## Mission

*Kids Greening Taupō enables young people to participate in real life projects with opportunities to connect in a culturally responsive way to their local environment and community, increasing biodiversity, student leadership and educational outcomes, and shaping the future of our Place, now.*

## Goals

KGT's overarching goals are:

### Education goals:

- To support educational organisations to provide students with authentic opportunities for engaging in restoration and conservation projects.
- To support the development of student leadership and agency.

### Environmental goal:

- To increase biodiversity in the Taupō District.

### Collaboration goal:

- To support meaningful collaboration across participating organisations and stakeholders.

### Cultural goal:

- To incorporate culturally responsive pedagogy into programme development.

**The primary purpose of the Education Coordinator role is to:**

- Lead and mentor the Assistant Education Coordinator
- Work with schools to establish a relationship of trust and collaboration.
- Facilitate and work with the Student Leadership Team to support, enable and empower.
- Build and develop relationships with key stakeholders.
- Integrate Tikanga, Te Reo and Te Ao Māori throughout the programme by working alongside local Iwi representatives.
- Provide specialist advice, best practice guidance, capability support and quality assurance, especially to teachers and students.
- Build, maintain and manage partnerships and relationships that grow environmental interest, knowledge, and skills for the community’s children and young people.
- Promote, support and ensure education and conservation outcomes through the authentic Environmental Education opportunity in the local context.
- Work with the Strategic Leadership Group to plan the programme and monitor progress.

<b>Key Areas Of Accountability</b>	
<b>Coordination</b>	<ul style="list-style-type: none"> <li>• Lead the development of the Kids Greening Taupo programme and work alongside the Assistant Education Coordinator to implement and evaluate</li> <li>• Work alongside teachers to integrate Environmental Education and the principles of the collaborative community approach into their respective curriculum.</li> <li>• Provide best practice guidance, trusted advice, and quality assurance for participating schools.</li> <li>• Foster the student-led approach through enabling and facilitating student leadership opportunities.</li> <li>• Promote, enable, and facilitate collaboration across participating schools and partnering organisations.</li> <li>• Assist with monitoring, evaluating, and reporting on programme progress.</li> <li>• Identify and procure funding opportunities whilst overseeing management of programme budgeting, income and expenditure.</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Promote, empower, and involve others in delivery of the programme’s vision and goals.</li> <li>• Build and maintain strong collaborative relationships aimed at achieving programme’s vision and goals.</li> <li>• Ascertain the needs of Treaty partners, community partners and schools.</li> <li>• Willingly share ideas with and seek advice and support from others.</li> </ul>

<b>Key Areas Of Accountability</b>	
	<ul style="list-style-type: none"> <li>Identify collaborative project opportunities, impact on others and manage interdependencies.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Coach and mentor the Assistant Education Coordinator</li> <li>Provide direction, empower, motivate and develop others in order to achieve programme goals.</li> <li>Role models the programme's values</li> <li>Facilitate project work across the programme to deliver education and environmental outcomes.</li> <li>Coach and develop teacher capability in Environmental Education.</li> <li>Coach and develop student capability in environmental leadership.</li> <li>Facilitate authentic youth leadership opportunities, ensuring programme development is student-led.</li> </ul>
<b>Work management</b>	<ul style="list-style-type: none"> <li>Complete all duties and responsibilities in accordance with your output plan.</li> <li>Work with your manager and the Strategic Leadership Group to incorporate feedback to improve your service delivery.</li> <li>Report regularly on programme progress to your manager and the Strategic Leadership Group, highlighting any obstacles preventing the achievement of performance goals.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Understanding and implementing best practice Health and Safety practice for working with children in both the school environment and beyond.</li> </ul>

### Key Relationships/Customers:

<b>Internal</b>	<b>Nature of the Relationship</b>
Manager Project Tongariro	Report to
Assistant Education Coordinator	Team Leader
Greening Taupō Coordinator	Work collaboratively
Project Tongariro Coordinator	Work collaboratively, provide information
<b>External</b>	<b>Nature of the Relationship</b>
Kids Greening Taupō Strategic Leadership Group – representation from Department of Conservation (DOC), Project Tongariro/Greening Taupō, Taupō District Council, Tūwharetoa Māori Trust Board, Waikato Regional Council	Collaborative leadership and programme direction. Direct reporting relationship
Schools, community groups and volunteers	Liaison

<b>Formal Qualifications and Training</b>	<b>Required</b>	<b>Desirable</b>
A tertiary qualification in (preferably) education, community engagement, ecology or other relevant field		✓
Current First Aid Certificate	✓	
<b>Key Knowledge/Skills/Experience/Competencies</b> Project management, planning and monitoring skills applicable to educational/environmental/community outcomes	✓	
Excellent facilitation, communication and interpersonal skills (e.g. flexibility, listening skills, an enabler)	✓	
A proven track record in and understanding of 'youth led' - working with young people as an enabler, an understanding of supporting the 'whole person' (Best Practice Youth Development), enabling youth aspirations to be realised within the projects context	✓	
Understanding of inquiry learning, 21st Century / Future Focussed teaching and learning practice and Environmental Education/Conservation Education	✓	
Knowledge of and passion for; New Zealand nature, ecological processes, key environmental issues facing biodiversity	✓	
Understanding of and connection to community conservation efforts in the Taupō district		✓
Good working knowledge of Te Reo Māori		✓
<b>Working Collaboratively</b> <ul style="list-style-type: none"> <li>• Co-operates to find solutions which achieve your goals and those of others</li> <li>• Asks others for their ideas and input</li> <li>• Helps others willingly and is willing to accept help</li> <li>• Gets to know people outside of their own team</li> </ul>	✓	
<b>Communication</b> <ul style="list-style-type: none"> <li>• Engages with others; listening and showing respect for their input, suggestions and feedback</li> <li>• Puts forward suggestions, ideas and feedback</li> <li>• Shares relevant information with colleagues</li> <li>• Communicates clearly and constructively, verbally and in writing</li> <li>• Considers their audience and adapts their communication accordingly</li> </ul>	✓	
<b>Partnership &amp; Consultation</b> <ul style="list-style-type: none"> <li>• Builds positive relationships with stakeholders to encourage involvement</li> </ul>	✓	

<ul style="list-style-type: none"> <li>• Actively listens in order to understand stakeholder needs</li> <li>• Welcomes and positively explores differences of opinion; open to changing own point of view</li> <li>• Stays calm in the face of challenging or emotive situations</li> <li>• Understands how to engage with Māori and can do with confidence</li> </ul>		
<p><b>Focus on Results</b></p> <ul style="list-style-type: none"> <li>• Can be counted on to achieve goals successfully and safely</li> <li>• Monitors own progress and is willing to try different approaches in order to be successful</li> <li>• Is proactive in highlighting barriers which affect the delivery of services/results</li> <li>• Acknowledges others progress and success; giving feedback and credit where it's due</li> </ul>	✓	