

# Tūwharetoa Māori Trust Board

## JOB DESCRIPTION

### Job title

Tū Whare Taiao Programme Coordinator

### PURPOSE

The Tū Whare Taiao Programme Coordinator is responsible for leading the design, coordination and delivery of the Tū Whare Taiao programme on behalf of the Tūwharetoa Māori Trust Board. This role exists to bring to life the Board's commitment to strengthening rangatahi connection to taiao, mātauranga Tūwharetoa, and intergenerational leadership.

The Programme Coordinator will work closely with the Tū Whare Taiao Steering Group. Together, you will co-design a 12-month programme designed for Tūwharetoa rangatahi, ensuring it reflects Tūwharetoa values, tikanga and strategic priorities. The role combines kaupapa Māori leadership, programme design, relationship management and operational delivery from start to finish.

### SPECIFIC DUTIES & RESPONSIBILITIES

#### 1. Programme Leadership & Development

- Lead the detailed planning, design and phased implementation of the Tū Whare Taiao programme in alignment with Trust Board strategy.
- Design and refine the programme framework in partnership with the Steering Group, ensuring it reflects Tūwharetoa values, history and tikanga.
- Work with kaumātua, subject matter experts and facilitators to shape high-quality wānanga content.
- Maintain programme quality, continuous improvement processes and ensure all Trust Board obligations are met.

#### 2. Wānanga Planning & Delivery

- Plan and coordinate all wānanga logistics including venues, accommodation, catering, travel, facilitators and resources.
- Develop detailed delivery plans, run sheets, and oversee health & safety, risk management and RAMs.
- Support facilitators and ensure smooth, culturally grounded on-the-ground delivery.
- Maintain rangatahi engagement and connection between wānanga.

#### 3. Financial & Resource Management

- Develop, manage and monitor programme budgets.
- Ensure accurate tracking of expenditure and accountability to funders.
- Identify and pursue funding and sponsorship opportunities to support programme sustainability.

#### 4. Collaborative relationship management

- Work in close partnership with the Tū Whare Taiao Steering Group, seeking strategic and cultural guidance while maintaining operational responsibility.
- Provide regular updates and reports to management, the Steering Group and Board representatives.
- Build and maintain strong relationships with marae, whānau, rangatahi, partners and external stakeholders.
- Support effective governance oversight through transparent communication and reporting.

#### 5. Monitoring, Evaluation & Reporting

- Develop clear measures of success aligned to the programme's milestones and outcomes for rangatahi
- Collect and analyse feedback from rangatahi, marae, supporters, steering group and key stakeholders
- Provide regular progress reports to the Trust Board, management and Steering Group.
- Support evaluation of the 12-month pilot and recommendations for future development.

### SKILLS EXPERIENCE & EDUCATION

#### 1. Qualifications

- Proficient in te reo Māori, with a background in teaching or education.
- A current full NZ drivers licence is required for this role.

## **2. Essential**

- Confident use of te reo and strong understanding of tikanga and mātauranga Māori.
- Demonstrated project or programme management experience.
- Experience coordinating wānanga, activities or hapori based initiatives.
- Financial management and budgeting capability.
- Ability to build trusted relationships across whānau, marae and at governance levels.
- High level of self-management and initiative.
- Experience managing funding contracts and reporting requirements.

## **3. Desirable**

- Knowledge of Ngāti Tūwharetoa history, values and governance structures.
- Experience working with rangatahi development programmes.
- Experience delivering environmental education programmes.

## **4. Personal Attributes**

- Grounded in kaupapa Māori values.
- Calm, organised and solutions-focused.
- Culturally confident and respectful.
- Strong relationship builder.