

Mayor's Taskforce for Jobs – Community Employment Programme

MTFJ and MSD partner with Kaikōura District Council and Te Hā o Mātauranga to deliver sustainable employment for people in receipt of a main benefit.

Acronyms and words we use:

Youth – 16 to 24 year olds

MTFJ – Mayor's Taskforce For Jobs

MSD – Ministry of Social Development

CRSF - Community Road Safety Fund

NEET – Not in Employment, Education or Training

KDC - Kaikōura District Council

Te Hā – Te Hā o Mātauranga

KHS - Kaikōura High School

Employment and Driving Coordinator Job Description

This is a dual role for 35-40 hours per week covering the MTFJ Employment Coordinator position and the Driving Coordinator position. You will report to the Operations Lead. Remuneration for the role is negotiable \$28-\$34 per hour depending on experience. There may be opportunities to be part of youth development activities such as ongoing groups and away trips / camps.

The MTFJ Employment Coordinator works with people who are in receipt of a main benefit from MSD/Work and Income, and NEETs, to place them in sustainable (6 months+) employment. Key to this role is the engagement with the person, identification of their strengths and ambitions, connecting them with employers, and ongoing support to ensure they can achieve sustainable employment.

The Driving Coordinator supports people to obtain and progress through the Graduated Driver License System. Key to this role is very strong administrative and organisational skills, clear communication skills and a can-do approach.

The heart of Te Hā o Mātauranga is about hope and possibility. Our approach is strengths based and we aim for transparency in everything we do. These approaches are intentional in devolving power from us as a "helping agent" to building the power of community.

MTFJ Client Focus:

- Engaging clients, using local knowledge and robust relationships with other workers and organisations
- Each client will have an individual employment plan, encompassing their strengths, ambitions, skills gaps and training needs
- Addressing barriers to work with each client
- Ensure clients have CV's and are prepared for interviews
- Monitor successful employment placements, providing ongoing in-work support and pastoral care to the client as needed

MTFJ Employer Focus:

- Establish approachable and helpful relationships with employers, identifying their current and potential employment needs

- Promote the incentives available to businesses for employment of beneficiaries. Develop knowledge of Work and Income support and ensure referral to Work Broker to access these
- Stay abreast of local labour market, problems, issues and opportunities
- Monitor successful employment placements, providing ongoing support to employers to encourage sustainable employment
- Encouraging use of jobskaikoura.co.nz

Driver Licence Progression:

- Identifying licence needs, pathway required and funding support available
- Teach theory for the learner test - both one on one and small groups (potentially in school)
- Support to pass tests including obtaining suitable ID, booking tests and reading test questions
- Coordinate the Driving Instructor and Volunteer Mentor timetables through booking lessons and mentoring driving sessions both in Kaikōura and Blenheim
- Coordinating trips through to Blenheim with multiple clients participating
- Consistent reminders and scheduling

Other projects/tasks:

- Maintain overview of vehicles including trailer – book wof, services, repairs etc as required
- Download and manage vehicle camera footage
- Promote and coordinate CoDrVR Simulator use
- Coordinate small road safety projects in conjunction with the wider road safety network – this could include things like: bike safety for primary children, driveway safety with Plunket, car seat checks with car seat technicians
- Support wider Te Hā team through involvement in youth development activities, groups and potentially camps and away trips

Operational Tasks

- Promotion of employment and driving services
- Maintain accurate records on appropriate systems – Pua CRM, Hubspot CRM, Sort CRM
- Statistical and narrative reports monthly
- Use of gSuite (calendar, gmail, drive, sheets)
- Actively and positively participate and contribute to the wider team within Te Hā
- Adhere to Te Hā o Mātauranga procedures, policies and guidelines
- Administer and promote jobskaikoura.co.nz

We are seeking someone with:

- Strong administrative and organisational skills - record keeping is essential in this dual role
- Confidentiality and discretion
- Promotional and marketing skills, negotiation skills
- A proven record in establishing and maintaining relationships with individuals and groups while maintaining appropriate boundaries
- Strong self-management skills
- Knowledge of New Zealand Driving Licence Framework
- Commitment towards positive outcomes
- Strong bi-cultural knowledge
- Ability to resolve problems and make decisions with limited information
- A full, current driver's licence is essential
- Competent computer user – g suite, Microsoft office, social media and website administration
- Will pass a children's safety check