

## Programme Coordinator

<b>ORGANISATION</b>	HOST International Aotearoa New Zealand (HOST)
<b>REPORTS TO</b>	Chief Executive
<b>LOCATION</b>	Te Whanganui-a-tara Wellington
<b>EMPLOYMENT TYPE</b>	Fixed term for 18 months, 30 hours/week

### About HOST International Aotearoa New Zealand

HOST International Aotearoa New Zealand (HOST, officially registered as HOST International NZ Ltd.) is a charitable organisation dedicated to providing innovative integration solutions for ethnic communities. Our mission centres on fostering humanity, hope, and dignity for resettled and host communities through activities that promote individual and community wellbeing.

We believe that social, community, and economic inclusion, along with *tūrangawaewae* - a sense of place and belonging - are critical indicators for the successful settlement of former refugees and migrants who resettle in Aotearoa New Zealand.

Through strengths-based and trauma-informed approaches, we deliver education and support services aimed at enhancing the livelihoods and self-agency of former refugee and migrant communities, while also working alongside host communities to break down barriers to inclusion.

HOST was established in 2018 to support effective integration of former refugees and migrants in Aotearoa New Zealand and to promote *manaakitanga* towards newcomers. We honour and uphold Te Tiriti o Waitangi and commit ourselves to its principles of participation, protection, and partnership.

### Our Governing Principles

Creating and maintaining humanity (*mana tangata*), hope (*tūmanako*) and dignity (*whakarangatira*) is at the core of our work with displaced people and host countries.

### Our Values

- Respect (*Whakaute/Mana*)
- Integrity (*Ngākau Pono*)
- Compassion (*Ngākau Aroha*)
- Diversity (*Kanorau*)
- Innovation (*Auaha*)

### 1. Position Summary

The Programme Coordinator is responsible for supporting approved sponsor groups across Aotearoa New Zealand to ensure the effective settlement and integration of refugees under the Community Refugee Sponsorship Programme.

Additionally, the Programme Coordinator will support capacity-building initiatives with former refugee and migrant background communities that enhance individual wellbeing, promote community cohesion and reduce barriers to social, community and economic inclusion.

Reporting to the Chief Executive, the Programme Coordinator will work within a coaching framework and foster a whole of community approach to refugee settlement that is aligned with Te Tiriti o Waitangi principles.

## 2. Key Responsibilities

### Community Refugee Sponsorship programme

- Provide coaching and support to sponsor groups to ensure they understand their responsibilities and have the tools and community networks to facilitate effective settlement of sponsored refugees;
- Provide guidance and support to sponsor groups to engage a wide variety of stakeholders within their local community to support effective settlement of refugees;
- Provide training and skills development to sponsor groups to support settlement competency and compliance;
- Maintain records of engagements with sponsor groups and participate in evaluation activities and contract reporting.

### Capacity Building

- Develop and implement a community capacity building programme that helps build knowledge and connections through coaching, training and resources support.
- Coordinate and facilitate the delivery of online and in person workshops that enhance rangatiratanga self-agency of communities and individuals.
- Collaborate with employers and other partners on an initiative that creates positive work experiences for former refugees. This initiative will offer opportunities to gain work experience, build professional networks, and establish career goals through internships, events, and more.

### All programmes

- Participate in the promotion of each programme through workshops, stakeholder engagement and partnerships.
- Maintain records of interactions and participate in evaluations and reporting.
- Develop and monitor key result areas for programme participants.
- Work with the Chief Executive to represent and promote HOST and its programmes throughout the motu (country) with community groups, business, government, NGOs, and other stakeholders; and
- Build and foster collaborative internal relationships which can influence and progress the organisation's strategic objectives.

### 2.1 Authority and Delegation

This position is not responsible for a budget but may be delegated to incur reasonable expenses in the course of undertaking the duties outlined in this position description.

### 3. Selection Criteria

#### 3.1 *Essential*

- Tertiary qualification in social work, social sciences or other related field;
- Minimum work experience of three years in a similar or related field of work;
- Demonstrated commitment to co-design and coaching principles;
- Sound understanding of the issues and sensitivities faced by newly arrived communities as well as the drivers of effective settlement within the community;
- High level of interpersonal skills, including strong customer service skills and the ability to liaise effectively with a range of stakeholders to foster effective working relationships;
- Ability to work under limited direction, including experience in planning, prioritising and organising work for self and others to achieve goals and deadlines;
- Extensive practical experience working with diverse community groups within a community development framework;
- Strong communication skills that are open-minded and collaborative;
- Commitment to collaboration and innovation with a broad range of stakeholders including mana whenua, NZ Government, business, cultural leaders, and community partners;
- Experience working in diverse cultural contexts with strong intercultural communication skills and understanding or lived experience of refugee resettlement pathways;
- An understanding of Te Tiriti o Waitangi and te ao Māori or a strong desire to develop your experience in this area; and
- Ability to plan and deliver seminars and trainings that are informative, inspiring, and meet target audience requirements.

#### 3.2 *Desirable*

- Experience working in refugee settlement programmes;
- Experience working with community groups throughout Aotearoa New Zealand;
- High level IT and data administration skills.

### 4. Expectations of HOST Employees

In addition to the duties listed above, all HOST staff are expected to:

- Respect and abide by HOST's vision, mission and values, ensuring that their conduct is consistent with HOST's Code of Conduct and is fully compliant with the provisions of HOST policies and procedures;
- Carry out general administrative functions related to their role and to the effective and efficient functioning of HOST, including the timely and accurate management of case files, relevant databases, and all service delivery communications and data;
- Participate in induction training relating to policy and procedures, workplace health and safety and HOST administrative systems;
- Comply with all other reasonable and legal directions of the Chief Executive as required;
- When representing HOST at internal and external events, ensure appropriate conduct and professional representation at all times;
- Demonstrate high ethical standards and professionalism;
- Perform other duties commensurate with skills and experience as required.

#### 4.1 Position Responsibilities

- Applicants must have the right to work in Aotearoa New Zealand;
- The successful candidate must undertake a National Child Protection clearance and National Police Check and not have any serious convictions including fraud, assault or serious theft. Any convictions should be declared up front and will be discussed confidentially upon receipt of the criminal record check; and
- Applicants may be subject to social media screening as part of employment.

### 5. HOST Core Competency Framework

<b>People Orientation</b>	The ability to support and engage with a diverse range of individuals, communities and stakeholders that promote inclusion through: <ul style="list-style-type: none"> <li>• Manaakitanga: Showing respect, kindness, and compassion.</li> <li>• Whanaungatanga: Building reciprocal relationships that are mana-enhancing and foster belonging.</li> <li>• Kotahitanga: Promoting unity by supporting everyone and learning from one another.</li> <li>• Rangatiratanga: Encouraging self-agency.</li> </ul>
<b>Continuous Improvement</b>	The ability to demonstrate support for organisational change to enhance effectiveness and efficiency, while assisting others in navigating the change process.
<b>Teamwork</b>	The ability to collaborate effectively in a high-performing team to ensure HOST operates according to its values, strategic direction, industry best practices, and contractual obligations.
<b>Analytical Thinking</b>	The ability to clearly analyse a situation and seek out relevant information needed to address challenges using a logical, systematic, and sequential approach.
<b>Communication</b>	The ability to communicate effectively with diverse audiences and contexts, including experience in preparing high-level reports, correspondence, and briefings.
<b>Initiative</b>	The ability of recognising or anticipating necessary actions and taking the appropriate steps before being prompted or before the situation demands it.
<b>Safety &amp; Wellbeing</b>	The ability to positively influence and take accountability for one's own safety and wellbeing, as well as that of others, is essential in fostering an environment of safety, support, resilience, and balance. This approach emphasises a strong commitment to holistic wellbeing, guided by the model of Te whare tapa whā.

### 6. Workplace Health, Safety and Wellbeing

All staff are required to take reasonable care for their own health and safety and that of other staff, volunteers and clients who may be affected by their conduct as outlined in the organisation's Health, Safety and Wellbeing policies and procedures.

*This role is fixed-term, part-time (30 hours/week) and is based in Pōneke Wellington CBD. Our office is located at Level 4, 24 Johnston Street.*