

Position Title: Whānau Engagement Advisor	
Date:	December 2023
Location:	Taita
Hours:	Full-Time Permanent
Reports to:	General Manager, Youth Inspire

OUR VISION

A better Aotearoa for all, by developing tomorrow’s workforce – stronger young people, whānau and communities.

“Our Youth, Our Future – Rangatahi mai ki te Rangatira”

INTRODUCTION

Youth Inspire’s primary objectives are to provide meaningful pathways for young people under 25 that need us the most by building successful pathways into education, training and employment.

We work with young people in communities where there is high youth unemployment.

Youth Inspire is a relatively young organisation in Lower Hutt and was initiated as a response to community concerns around youth unemployment and to increase the positive impact on the lives of rangatahi. We have developed strong relationships with community leaders, business leaders, central and local government who partner with us to help develop pathways for youth to succeed.

POSITION DIMENSIONS

Number of people reporting directly to you:	Nil
Total number of employees under your control:	Nil
Operating budget:	Nil
Capital budget:	Nil
Comments of any changes: Youth Inspire is dependent on several funding organisations which may affect change within Youth Inspire.	

PURPOSE OF THE ROLE – COMMUNITY ENGAGEMENT ADVISOR

Reporting directly to the General Manager, the purpose of this role is to provide a range of wrap around services to support NEET rangatahi and their families in a range of settings including our programmes, community, employers, education providers and home.

Rangatahi that you will be working with require intensive services and care to strengthen and empower them to have brighter futures.

Working with the Youth Inspire team you will contribute to transitioning young people into employment, further training and education

As Youth Inspire is a relatively new entity and is evolving quickly, aspects of the Community Engagement Advisor's role and responsibilities will also evolve over time. For this reason, an adaptive and flexible Community Engagement Advisor will be essential.

KEY RESPONSIBILITIES

The Community Engagement Advisor is responsible for the following functions:

- Ensure the well-being and safety of the rangatahi remains paramount at all times
- Work in partnership with the Senior Youth Advisor to support delivery and facilitation of the HPR programme.
- Work with young people and their whānau, developing plans toward agreed outcomes for the whānau and rangatahi using skills and strategies consistent with best practice approach
- Ensure that the plan can deliver outcomes for the service contract
- Maintain strong collaborative relationships with whānau and rangatahi taking into account individual differences and the cultural and social context of the client's situation
- Well-connected within local experts that support whānau and young people
- Connect and maintain working relationships with all providers organisations and agencies within our scope
- Develop individual plans for rangatahi, ensuring they are managed, coordinated, delivered, monitored and reviewed in partnership with the HPR team
- Complete accurate reporting for Youth Inspire's contract requirements
- Work in accordance with Youth Inspire's processes to ensure best possible outcomes are achieved for our rangatahi
- Professional and purposeful engagement with young people, using a strengths-based approach with the young person at the centre
- Keep accurate records of all contact with young people on the Client Database / CRM
- Attend training courses as required for our Youth Employability Programme, to gain understanding of learning within the programme
- Has existing connections and create new connections to support services available for rangatahi in the Hutt Valley
- Develop strong relationships with whānau, stakeholders, community organisations, professional organisations
- Ad hoc duties

OUTCOMES (1 Jan 2023 – 30 June 2025)

- Work with a minimum of 30 whānau of rangatahi enrolled in the Youth Employability Programme (YEP)
- Continued pastoral care for whānau and rangatahi that are placed into employment/education/training for 6 months after completion of YEP

COMPLIANCE AND SAFETY

- Identify and report hazards to the General Manager.
- Maintain a safe working area, ensuring clients and visitors are not exposed to unnecessary risks.

Abide by appropriate legislative obligations by ensuring these are discharged in accordance with the correct procedure to minimise the risk to the Trust of non-compliance.

- Uphold the principle of Equal Employment Opportunities as well as "the good employer".
- Have a clear understanding of responsibilities under the Health and Safety in Employment Act.
- Demonstrate a clear perception of the intent of, and commitment to, the application of the principles of Te Tiriti o Waitangi.
- Ensure applicable guidelines from funders, the Trust's financial services provider, IRD, auditors are adhered to.

DELEGATED AUTHORITY

DECISIONS EXPECTED

Authorise purchases, payment of accounts that are within budget: Nil

RELATIONSHIPS

INTERNAL RELATIONSHIPS

- General Manager
- Senior Youth Advisor
- Employment Advisor
- Other staff at YI
- Youth
- Chair and Trustees

EXTERNAL RELATIONSHIPS

- Youth
- Whānau
- Iwi/Youth Services/Oranga Tamariki staff
- Other professional support services
- Community organisations
- Stakeholders and Businesses
- Members of the general public/whānau
- Others

EXPERIENCE REQUIREMENTS

- Has existing connections in the Hutt Valley community

- Has previously worked with NEETs or young people that need support to thrive
- Strong communication skills both written and verbal and confident to facilitate
- Full Driver Licence
- Excellent relationship management skills with community and whānau engagement
- Intermediate skills using the Microsoft Suite this includes Excel; Word & Outlook Email, Calendars
- Familiar with using a Client Record Management system

PERSONAL ATTRIBUTES

- Passionate about helping young people to have a brighter future
- Collaborates with the team to achieve shared goals
- Leads by setting good examples and is solutions focussed
- Operates with integrity
- Ability to use initiative and make sensible decisions
- Is pro-active and action based
- Influences and inspires others
- Self-confident and respectful
- Cultural competency and awareness

Technical Competencies

COMPETENCY	DESCRIPTION
Understanding the Working Environment	Demonstrates an understanding of the Trust, its vision, customers, businesses and processes and the opportunities.
Community Awareness	Bases decisions and actions on a thorough understanding of the character and culture of the community.
Te Tiriti o Waitangi	Demonstrates recognition of the importance of Te Tiriti o Waitangi Charter and applies these principles to work practices.
Ara Taiohi	Understands and is guided by Ara Taiohi's mission, which is to support people who work with young people, and thereby enhance youth development so that young people thrive.
Political Acumen	Appreciates the political nature of working in partnership with high profile organisations.
Administrative Efficiency	Successfully manages administrative systems and functions in an efficient and accurate manner. Understands the need for attention to detail, can prioritise workload and use systems and resources appropriately.
Analytical Thinking Problem Solving	Comprehends a situation and breaks it down into components, identifying key or complex issues. Can interpret and link information to resolve problems.
Strategic Thinking	Understands rapidly changing trends, threats, strengths and weaknesses. Ensures alignment with the Board's vision and values

