



Position Description: Te Pātaka Kairūruku

Location:
Wairau

Reports To:
Chair, Te Pataka Incorporated

Salary Scale:
\$50k – \$60k (1.0 FTE)

Key Relationships:
NZ Food Network, Iwi, Maori organisations,
Volunteers, Food Sustainability Network

Purpose of the Role:

The Kairūruku is responsible for ensuring the effective day to day operations of Te Pātaka; managing demand and supply of support packages; managing volunteer workforce(s); and relationships with referral agencies and suppliers of koha for Te Pātaka.

Key Responsibilities & Expected Deliverables:

Responsibility	Deliverable
Operations	<ul style="list-style-type: none"> • Ensure health and safety obligations are met. • Receipt, triage and recording of all incoming referrals. • Ensure Warehouse facilities are managed according to current standards of best practice. • Ensure all capital items, are maintained to a high standard.
Volunteer Recruitment and Management	<ul style="list-style-type: none"> • Recruit, induct and train volunteers aligned to policy. • Develop weekly roster of volunteers to support the triage, administration, packing of standard kai packages and ‘other’ support packages. • Ensure volunteers align to health and safety policies. • Keep a record of all volunteers and provide peer supervision where required.
Koha Mobilisation	<ul style="list-style-type: none"> • Work with NZ Food Network to negotiate standard kai packages. • Purchase (where approved by governance), bulk food supplies for standard kai packages. • Promote and where appropriate enter into memorandum of agreements for ongoing koha of food, firewood, clothing and other supplies.

<p>Mana Enhancement</p>	<ul style="list-style-type: none"> • Promote the receipt of fresh fruit and vegetables from whanau for inclusion into te pātaka. • Work with Te Tauihu Food Sustainability Network around ongoing food resilience. • In partnership with whanau, hapu, iwi and other organisations, support the development of mara kai. • In partnership with interested parties, develop or support customary harvesting programmes that enhances food independence for whanau. • Work with key organisations that can support the most effective use of kai on a limited budget, and provide this information through a medium that will better reach whanau. • For those whanau who present directly to Te Pātaka, and where whanau so decide, refer to services that can support their moemoeā.
<p>Administration and Reporting</p>	<ul style="list-style-type: none"> • Provide a monthly report to governance on volumes of packages provided; number of individual whanau members supported; type of packages; tribal affiliations; new koha received or ceased; volunteers rostered; celebrations; issues and challenges faced. • Input and approve all incoming invoices for Xero, and submit for governance approval through Online Banking. • Completion of funding reports as required and within specified timeframes. • Apply for operational funding for programme development where applicable. • Other upon request of Chairperson.

Person Specification:

We are looking for someone with:

- A clean drivers licence
- Ability to work unsupervised, in what is a high trust environment.
- Team leadership skills, and volunteer management.
- Experience in working within a whanau ora environment.
- Confidence in Te Reo me ona Tikanga Maori
- Established networks and relationships with iwi and Maori organisations.
- Strong planning and reporting skills.
- Demonstrated communication skills both oral and written.
- Great presentation and engagement abilities.
- The ability to attract resources and koha.
- The ability to respectfully challenge others in relation to addressing inequities.
- A relevant tertiary qualification.

Personal values:

- Whānau first
- Manaakitanga
- Integrity and Trust
- Confidentiality
- Empathy
- Flexibility
- Resilience

Please forward your application to admin@tepataka.co.nz