 **Te Āwhina Marae**

 133 Pah Street

 **Human Resources** MOTUEKA 7120

 **Position Description** Telephone: 03 528 6061

 Facsimile: 03 528 8995

 Email: info@tam.org.nz

**TE ĀWHINA MARAE O MOTUEKA SOCIETY INC**

**KAUPAPA / MISSION STATEMENT**

**Āwhi Mai, Āwhi Atu**

Te Āwhina Marae is a living, thriving and enduring Marae for the whānau, hapū, and iwi of Motueka.

We will achieve this by living and breathing ngā uara (our values) of whānaungatanga, manaakitanga, rangatiratanga, kaitiakitanga, kotahitanga, wairuatanga, and mātauranga.

**NAME**

**JOB TITLE Food Secure Community Programme COORDINATOR**

**Department Manaakitanga**

**Type of Employment Part-Time** (must be flexible)

 Variable: averaging 10 hrs per week

**Remuneration $21 per hour**

**Responsible to Tumuaki**

**PRIMARY PURPOSE OF POSITION**

To uphold and enhance the mana of Te Āwhina Marae and our whānau by ensuring that our

community works together over a 2-year period to develop and implement a Food Secure Community Plan to create long-term, sustainable food security in our community.

This fits with the kaupapa of Te Pātaka: “No Whānau Goes Hungry” – we want families to be thriving, not just surviving.

**POSITION RESPONSIBILITIES**

**Food Secure Community**

* Lead the co-design of a culturally appropriate Food Secure Community Plan centred on our Māori community
* Lead the implementation of this plan to ensure the remainder of the funding is utilized to create a strong foundation for a long-term food secure community where whānau have access to affordable, nutritious, sustainable food that meets their cultural and dietary needs.
* Develop a database of like-minded groups/community members who support this kaupapa & work in collaboration with them
* Identify whānau/community members who have the skills and knowledge to deliver workshops/classes during the implementation phase
* Organise and facilitate hui, workshops etc
* Organise and manage volunteers
* Enhance whānau knowledge of maara kai traditions, Rongoa Māori, relevant karakia, and the maramataka.
* Further develop the Maara Kai at Te Āwhina Marae
* Ensure you & all who participate in this programme abide by all Health and Safety requirements.
* Work collaboratively with Whānau Ora Navigators and Te Pātaka Coordinator and others to empower whānau to develop and implement their own food security plans and processes

**Promotions**

* Promote the Food Secure Programme to interested parties

**Systems**

* Adhere to the purchasing policies of Te Āwhina Marae
* Have input into the policies and procedures, and annual budget, for Food Secure Communities
* Work within the Food Security Community budget.
* Complete a monthly Food Secure Community report to present to the Board of Trustees
* Complete required reports by given deadlines for MSD
* Keep keys safe and do not give them to any unauthorised person. Report any loss immediately
* Ensure security of any tools and equipment for which you are responsible

**Organisational Responsibilities**

* Attend, and participate in, staff hui and marae activities as required
* Support and assist in hosting manuhiri on the marae when able
* Develop a knowledge and understanding of the tikanga and history of Te Āwhina Marae
* Support and assist other staff when necessary
* Identify and report any workplace hazards to ensure action is taken to manage/minimize/eliminate the hazard
* Ensure you assist in keeping the tearoom clean and tidy
* Any other reasonable related duties/tasks as negotiated
* Keep a timesheet & submit this to the Tumuaki by 10am each Monday

**PERSON SPECIFICATION**

**Qualifications**

* A current, clean, full driver’s licence

**Personal Qualities**

Honest Reliable Flexible (time-wise) Respectful

Good Communicator Self Motivated Professional Attitude

* Upholds the mana of Te Āwhina Marae at all times
* Ability to lead and work as part of a team and support other staff when necessary
* Treats all whānau with respect and is non-judgmental
* Proven organisational ability including establishing priorities and meeting deadlines
* Competency in written and oral skills, including use of the Microsoft suite of software
* Ability to work independently and show initiative
* Competent in problem solving and decision-making
* Ability to handle stressful situations effectively and respectfully
* Display a positive attitude to work, and respect towards other staff members
* Always ensures own and others’ safety
* Complies with all organizational policies and procedures
* Ability to maintain confidentiality and discretion in all work and whānau relationships
* Willingness to support Marae Hui or activities
* Ability to communicate well with, and be courteous towards, all who participate in the life of, and activities at, Te Āwhina Marae

**Experience**

* Knowledge of Te Āwhina Marae tikanga and manaakitanga
* Understanding of, and/or willingness to learn, Te Reo Maori me ōna Tikanga

*Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Food Secure Community Coordinator Tumuaki

*Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_