 **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 TE PĀTAKA COORDINATOR**

**Department Manaakitanga**

**Type of Employment Part-Time** (with some flexibility)

 Up to 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 the delivery of high quality manaakitanga for those in need.

Te Pātaka provides support to Māori whānau within the Motueka Golden Bay rohe, in the form of kai packages, firewood, vouchers and other koha, to enable whānau to thrive, not just survive.

The kaupapa of Te Pātaka is “No Whānau Goes Hungry”

**POSITION RESPONSIBILITIES**

**Te Pātaka**

* Manage the ordering, receipt, storage and distribution of supplies
* Manage all referrals
* Develop a system for distribution of supplies
* Maintain a database of whānau support
* Complete regular stocktakes of supplies
* Ensure supplies are stored safely and hygienically.
* Investigate other sources for supplies for Te Pātaka e.g. Kono for fruit
* Organise and manage volunteers
* Ensure you & any volunteers abide by Health and Safety requirements.
* Work collaboratively with Whānau Ora Navigators to provide welfare support to whānau where needed

**Promotions**

* Promote Te Pātaka to agencies and schools

**Systems**

* Adhere to the purchasing policies of Te Āwhina Marae
* Have input into the policies and procedures, and annual budget, for Te Pātaka
* Work within the Te Pātaka budget.
* Complete a monthly Te Pātaka report to present to the Board of Trustees
* Complete quarterly reports by given deadlines for the Te Tau Ihu Governance group who in turn will report to the funders
* Keep keys safe and do not give them to any unauthorised person. Report any loss immediately
* Ensure security of Te Pātaka storeroom.

**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 tea room 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

* Treats all whānau with respect and is non-judgmental
* Proven ability to prioritise and meet 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
* Ability to work as part of a team and support other staff when necessary
* 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Te Pātaka Coordinator Tumuaki, Te Āwhina Marae

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