

Position Description

Employment Co-ordinator Support Role

Our Vision

Our vision is to build a safe, sustainable, and connected community. We aim to achieve this by providing easily and accessible services and programmes that meet the needs of the community by building a strong, effective, and stable organisation.

Our Core Values

Manaakitanga, Aroha, Kaitiakitanga, Tika & Pono, Whakawhanautanga, Respect

POSITION DETAILS

Employed by: Ko Te Tuara Totara o Fordlands

Financial:

\$25.00 per hour

fixed contract for 6 months

starting Feb 24

Location: 48 Bellingham Cr, Rotorua

Reports to: Kaiwhakahaere (manager)
and the Employment Coord

Hours of work: 20 hours per
week

POSITION OVERVIEW

The Employment Co-ordinator Support Role is a role designed to support the mahi of the Employment Co-ordinator, their key responsibilities will include; design and deliver the KTTToF pre-employment programme with the Employment Co-ordinator, to oversee the participants on the pre-employment programme, to support participants on the programme, to maintain the community garden.

This role requires experience in horticulture, team leadership, small construction, small project management, time management and perseverance.

ADDITIONAL REQUIREMENTS.

Required

- A full NZ driver's licence
- The right to live and work in NZ