



Women's Self Defence Network – Wāhine Toa Inc

Kaimahi / Administrator Women's Self Defence Network – Wāhine Toa Job Description

- Position Title:** Kaimahi / Administrator, Women's and Girls' Self Defence - Wāhine Toa
- Reporting To:** Kaiwhakahaere / Manager, Women's and Girls' Self Defence - Wāhine Toa
- Position Size:** 37.5 hours per week (with flexibility for additional hours)
- Functional Relationships:**
- Kaiwhakahaere / Manager
 - Māori caucus / Taiwi Caucus / GSM Caucus
 - WSDN Self Defence Teachers
 - WSDN-WT Administration Team:
 - Administration Support
 - Financial Administrator
 - Collegial Organisations (TOAH-NNEST, Women's Refuge, etc)
 - Schools and partner organisations
- Primary Objectives:**
1. To provide administrative support to the main functions of Women's Self Defence Network – Wāhine Toa.

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2. To ensure the smooth administration and running of the Girls' Self Defence Project Aotearoa – New Zealand (GSDP), the 'Skills for Safety' programme, and any other contracts held by Women's Self Defence Network – Wāhine Toa.

<u>Key Outcomes</u> <i>"What needs to be achieved"</i>	<u>Performance Measures</u> <i>"Ways to measure your activities"</i>	<u>Key Skills</u> <i>"The skills you will need"</i>
Data Management	<ul style="list-style-type: none"> • Maintenance of up to date and accurate computer records relating to Girls' Self Defence Project and any other contracts: proposals, approvals, and evaluation statistics. • Maintenance of up to date and accurate database records of Women's Self Defence network – Wāhine Toa teaching statistics, teacher records etc 	<ul style="list-style-type: none"> • Data entry • Attention to detail • Ability to multitask • Ability to use database and computer programmes effectively • Use of Microsoft Office • Use of Google Drive
Course administration	<ul style="list-style-type: none"> • Administration of course proposals for any contract: <ul style="list-style-type: none"> ○ Distribution ○ Receipt ○ Collation ○ Processing. • Administration of course approvals. • Administration of completed course invoices and evaluations. 	<ul style="list-style-type: none"> • Data entry • Attention to detail • Ability to multitask • Ability to prioritise • Self-motivation
Project Quality Assurance	<ul style="list-style-type: none"> • Monitoring of course delivery with respect to contracted targets. • Monitoring of course evaluations with respect to quality assurance. 	<ul style="list-style-type: none"> • Strategic thinking and ability to report • Good judgement • Attention to detail

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	<ul style="list-style-type: none"> • Receipt, documentation, and referral for complaints pertaining to the work of Women’s Self Defence Network – Wāhine Toa. 	
Resource Management	<ul style="list-style-type: none"> • Ensure adequate supplies of resources, eg letterhead, course forms, roleplay cards, etc. • Monitoring suitability of existing resources, and propose updating as required. • Arrange resource distributions to Project teachers, schools and organisations on a timely basis. 	<ul style="list-style-type: none"> • Foresight and planning • Good communication
Disclosures and Concerns	<p>Take responsibility in the Administration Team regarding:</p> <ul style="list-style-type: none"> • The implementation of WSDN-WT’s Protocol for the Reporting of Child Abuse • Responding to disclosures and concerns re child abuse • Documentation of disclosures and concerns. • Reporting of disclosures and concerns 	<ul style="list-style-type: none"> • Good communication • Attention to detail • Good judgement • Levelheadedness
Project Reporting	<ul style="list-style-type: none"> • Prepare timely and accurate reporting as per terms of any contract(s). 	<ul style="list-style-type: none"> • Time management • Writing skills
National Board support	<ul style="list-style-type: none"> • Plan, organise and liaise with National Board Members for meetings, travel and accommodation. • Preparing distributions and support information for 	<ul style="list-style-type: none"> • Good communication • Attention to detail • Writing skills

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	Board meetings. <ul style="list-style-type: none"> • Support accurate minutes being taken of all Board meetings and teleconference calls. • Monitor Action Sheet follow-up. 	
Compliance and Policy	<ul style="list-style-type: none"> • Ensure that all Self Defence Teachers are up-to-date (as applicable) with: <ul style="list-style-type: none"> ○ Police Checks ○ First Aid Training ○ Self Defence Teacher Accreditation. • Ensure that all Women’s Self Defence Network – Wāhine Toa policies are adhered to. • Ensure that processes and records meet the requirements to maintain Women’s Self Defence Network – Wāhine Toa: <ul style="list-style-type: none"> ○ Incorporated Society Status ○ Charitable Status ○ Standards of Approval ○ Financial Audit ○ Other audit processes as required. 	<ul style="list-style-type: none"> • Attention to detail • Knowledge of compliance required for child safety processes • Knowledge of compliance required for charitable organisations
Strategic Documents	<ul style="list-style-type: none"> • Support the preparation of strategic and lobbying documents as required. • Prepare and update Policy and Process folders for Teachers and for National Board Members. 	<ul style="list-style-type: none"> • Good communication and writing skills

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Liaison roles	<ul style="list-style-type: none"> • Liaise with Self Defence teachers: <ul style="list-style-type: none"> ○ Act as central contact point for Self Defence Teachers ○ Seek clarification as required for course proposals etc ○ Monitor the resources and processes for Self Defence Teachers ○ Identify issues relating to Self Defence Teachers and refer these to the Kaiwhakahaere 	<ul style="list-style-type: none"> • Ability to build relationships with diverse teachers • Communication skills
	<ul style="list-style-type: none"> • Liaise with schools and partner organisations: <ul style="list-style-type: none"> ○ Act as central contact point for schools and partner organisations ○ Provide information about the Contract being undertaken ○ Identify issues relating to schools and organisations and refer these to the National Board. 	<ul style="list-style-type: none"> • Good communication • Understanding of the Education system
	<ul style="list-style-type: none"> • Liaise with Kaiwhakahaere and Approval Group: <ul style="list-style-type: none"> ○ Provide information to the Approval Group ○ receive and collate responses 	<ul style="list-style-type: none"> • Good communication • Ability to accurately record decisions of the group • Use of Excel
Support for Training and Professional Development	<ul style="list-style-type: none"> • Provide administrative support for: <ul style="list-style-type: none"> ○ Self Defence Teacher training including recruitment, selection, training, co-teaching and evaluation 	<ul style="list-style-type: none"> • Time management • Good communication • Event management and planning

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	<ul style="list-style-type: none"> ○ Women’s Self Defence Network – Wāhine Toa hui ○ Any other professional development for Women’s Self Defence Network – Wāhine Toa Members and Teachers. 	
Support for Projects	<ul style="list-style-type: none"> ● Provide administrative support for any other Women’s Self Defence Network – Wāhine Toa projects approved by the National Board. 	<ul style="list-style-type: none"> ● Good communication and writing skills ● Ability to multitask
Media and Social Media	<ul style="list-style-type: none"> ● Support the media and social media presence of the Women’s Self Defence Network – Wāhine Toa. ● Support the development and implementation of media and social media policies and procedures. 	<ul style="list-style-type: none"> ● Good judgement ● Ability to follow process ● Good writing and communication skills
Actively uphold Women’s Self Defence Network – Wāhine Toa philosophy, policies, and procedures.	<ul style="list-style-type: none"> ● To work, from a feminist perspective, towards a non-abusive society ● To promote and work towards respect for all people, and the prevention of violence ● Demonstrate commitment to addressing: <ul style="list-style-type: none"> ○ Te Tiriti o Waitangi and bicultural issues ○ Issues of abuse and violence ○ Anti-racism issues ○ Ableism ○ Gender and sexuality marginalisations 	Cultural Competency Knowledge of Te Tiriti o Waitangi Interpersonal Communication Sexuality Awareness
Undertake other duties	<ul style="list-style-type: none"> ● To proactively and willingly undertake any other 	<ul style="list-style-type: none"> ● Ability to work within a team.

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	duties as are reasonably required.	