

Women's Self Defence Network Wāhine Toa Inc

Kaiwhakahaere / Manager Women's Self Defence Network – Wāhine Toa Role Description

Position Title:	Kaiwhakahaere / Manager
Reporting To:	Women's Self Defence Network – Wāhine Toa Board
Position Size:	0.5 FTE
Functional Relationships:	<ul style="list-style-type: none"> • WSDN-WT Board and sub-committees • WSDN Self Defence Teachers and Members • WSDN administration team • Ministry of Social Development • Oranga Tamariki • ACC • Ministry for Women • Other Government Agencies as applicable • TOAH-NNEST and Collegial Organisations (Women's Refuge, etc) • Schools and Partner organisations • Other WSDN-WT stakeholders
Primary Objective:	To provide organisational leadership to Women's Self Defence Network – Wāhine Toa.

Strategic Goal:

To increase recognition of the value and impact of girls and women learning self defence attitudes and strategies

- *by increasing the profile of WSDN-WT as the ‘go to’ place for women’s and girls’ safety and self defence*
- *by strengthening the evaluation of the impact of WSDN-WT courses*

<u>Key Outcomes</u> “What needs to be achieved”	<u>Performance Measures</u> “Ways to measure your activities”	<u>Key Skills</u> “The skills you will need”
Representing WSDN-WT	<ul style="list-style-type: none"> • Act as the lead spokesperson for the organisation, or support any other assigned spokesperson roles • Represent WSDN-WT interests in key forums, and/or support other WSDN-WT representatives • Prepare and release media statements on behalf of WSDN-WT 	<ul style="list-style-type: none"> • Planning • Communication • A full understanding of the theories and practice behind feminist self defence
Strategic Documents	<ul style="list-style-type: none"> • Ensure the preparation of strategic and lobbying documents as required. 	<ul style="list-style-type: none"> • Strategic Planning
Stakeholder relationships	<ul style="list-style-type: none"> • Lead WSDN-WT’s relationship with stakeholders and partners to effectively position the organisation and to optimise its work. 	<ul style="list-style-type: none"> • Leadership
Evaluation of impact	<ul style="list-style-type: none"> • Lead the distribution and usage of the ‘Skills for Safety’ (2016) WSDN-WT research report to maximise understanding of the value, impact and outcomes of self defence for women and girls. 	<ul style="list-style-type: none"> • Understanding research • Communication
Ongoing evaluation	<ul style="list-style-type: none"> • Ensure robust ongoing developmental evaluation processes for WSDN-WT’s work with women and girls 	<ul style="list-style-type: none"> • Development

Strategic Goal:

To increase access for girls and women to have opportunities to learn self defence

- *by increasing our services and the number of accredited self defence teachers across the country, while maintaining the high quality, cultural responsiveness and tailored approaches for specific groups that we have developed*

<u>Key Outcomes</u>	<u>Performance Measures</u>	<u>Key Skills</u>
Training and Professional Development for all staff and network members	<ul style="list-style-type: none"> • Provide coordination for: <ul style="list-style-type: none"> ○ Self Defence Teacher training including recruitment, selection, training, co-teaching and evaluation ○ Women’s Self Defence Network – Wāhine Toa hui ○ Any other professional development for Women’s Self Defence Network – Wāhine Toa Members and Teachers. • Undertake ongoing professional development and supervision 	<ul style="list-style-type: none"> • Knowledge and experience re training processes • Leadership
Funding & Contracts	<ul style="list-style-type: none"> • Lead the seeking of funding opportunities or contracts for WSDN-WT. • Lead the preparation of funding applications, funding bids, contracts etc for WSDN-WT. • Ensure, along with WSDN-WT’s teachers, staff and board, that contracts are fulfilled and the terms of grants are met. • Ensure, along with WSDN-WT’s admin staff, effective monitoring, management and reporting to support WSDN-WT’s work and meet the requirements of contracts and grants. • Overview of proposal and approval processes for contracted courses 	<ul style="list-style-type: none"> • Funding Experience • Contract Management

<u>Key Outcomes</u>	<u>Performance Measures</u>	<u>Key Skills</u>
	<ul style="list-style-type: none"> • Ensure timely and accurate reporting 	
Tailored approaches for existing and new courses	<ul style="list-style-type: none"> • Provide leadership and support for new initiatives, including pilot projects, to develop tailored approaches for targeted groups of women and girls. 	<ul style="list-style-type: none"> • Innovation

Strategic Goal:

To contribute collaborative and partnership based approaches to strengthen the sexual violence and family violence sector

<u>Key Outcomes</u>	<u>Key Skills</u>	<u>Key Skills</u>
Collaborative approaches	<ul style="list-style-type: none"> • Lead the development of new collaborative initiatives to effectively empower more women and girls through working with others in the community and in the sexual / family violence sector. • Participate in and contribute to any collaborative initiatives 	<ul style="list-style-type: none"> • Networking • Collaborative skills
Disclosures of Abuse	<ul style="list-style-type: none"> • To oversee the disclosures process within the network and to actively work to improve sector and community processes around disclosures 	<ul style="list-style-type: none"> • Good judgement • Collaboration • Attention to detail

Strategic Goal:

To ensure that WSDN-WT has the structure and resources to meet the demand for girls' and women's self defence

- *through being more sustainable as an organisation, with increased and more stable funding and support*
- *by continuing to adapt and strengthen our organisational operations and governance*

<u>Key Outcomes</u>	<u>Performance Measures</u>	<u>Key Skills</u>
Governance	<ul style="list-style-type: none"> • Participate in preparation of agenda for board meetings • Ensure that the Board receives accurate, timely information on financial and other accountabilities, such as reports to funders • Support board members with their board role • Attend Board meetings 	<ul style="list-style-type: none"> • Support • Accurate reporting • Operational to governance information flow
Staff operations	<ul style="list-style-type: none"> • Oversee the processes of seeking, selecting and appointing staff (including contracted staff) for WSDN-WT • Coordinate staff annual performance appraisal processes in conjunction with the Board • Manage / oversee WSDN-WT's admin staff. 	<ul style="list-style-type: none"> • Management • Maintaining team focus
Network Wellbeing	<ul style="list-style-type: none"> • Maintain an overview of the wellbeing of the Network, its members, teachers and staff • Work to maximise the strength, cohesion and effectiveness of the Network 	<ul style="list-style-type: none"> • Networking • Rapport • Leadership
Financial Planning, Management and	<ul style="list-style-type: none"> • Lead a future focus to ensure financial sustainability for the Network's work and operations. 	<ul style="list-style-type: none"> • Innovation • Financial Literacy

<u>Key Outcomes</u>	<u>Performance Measures</u>	<u>Key Skills</u>
Sustainability	<ul style="list-style-type: none"> • Work with staff and board members to ensure sound financial management for WSDN-WT, including meeting all financial compliance requirements, and optimising financial outcomes for WSDN-WT. • Work with accountants and auditors to ensure sound financial systems, processes, reporting and audit for WSDN-WT. • Monitor the authorisation processes for payments, and act as an authoriser. 	<ul style="list-style-type: none"> • Financial Management
Compliance and Policy	<ul style="list-style-type: none"> • Hold an overview of compliance issues, especially with regards to requirements to maintain Women’s Self Defence Network – Wāhine Toa’s: <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"> • Compliance knowledge of NGO processes and systems
Leadership / Support for Projects	<ul style="list-style-type: none"> • Provide leadership and/or support for other Women’s Self Defence Network – Wāhine Toa projects, including proposing new projects for board approval 	<ul style="list-style-type: none"> • Project Management • Leadership
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 	<ul style="list-style-type: none"> • Cultural Competency • Knowledge of Te Tiriti o Waitangi • Interpersonal Communication • Sexuality Awareness
Undertake other duties	<ul style="list-style-type: none"> • Generally provide back-up for the multiple functions and tasks of the 	<ul style="list-style-type: none"> • Flexibility

<u>Key Outcomes</u>	<u>Performance Measures</u>	<u>Key Skills</u>
	organisation	