

CO-ORDINATOR – HEALTHY RELATIONSHIPS PROGRAMME

Position Title:	Co-ordinator, Healthy Relationships Programme, Shama Ethnic Women's Trust
Position Term:	260 hours total, over 6 months.
Responsible to:	Advisor Writer, Healthy Relationships Programme, SEWT

General Description

- 1.1 The main responsibility of the Healthy Relationships Programme Co-ordinator (The Co-ordinator) will be to work with the Advisor Writer (Sandra Dickson) to support the development of this programme. This will include administrative tasks such as co-ordinating collaborative partners and arranging meeting times and payments, as well as tasks such as sourcing programme material and supporting writing and testing of the programme.
- 1.2 The Coordinator will, at the direction of the Advisor Writer, develop relationships with ethnic and mainstream organisations both in Aotearoa New Zealand and potentially world-wide in order to source effective healthy relationships material to include in the programme.
- 1.3 Alongside the Advisor Writer, the Co-ordinator will ensure that the programme is developed collaboratively and, once written, is tested with community members. This is likely to involve the Co-ordinator being involved in facilitation of the early material.
- 1.4 The Co-ordinator will provide this service in a culturally sensitive and appropriate manner in accordance with Shama's code of ethics.
- 1.5 The job involves networking with community agencies, different community groups and developing practice alongside the new Sexual Violence Response Service and sexual violence prevention initiatives for ethnic communities.

Functional Relationships

- 1.6 The Coordinator reports to the Adviser Writer and has working relationships with key stakeholders:
 - Shama Staff, contractors and Volunteers
 - Ethnic community organisations
 - Providers of Healthy Relationships Material
 - The new Shama Sexual Violence Response Service

Other agencies including (but not limited to):

- Organisations attached to the Multicultural Federation
- Red Cross Refugee Services
- English Language Partners
- Refugee Forum

1.7 The Co-ordinator relates to these national organisations in a networking capacity and in a liaison role. The list of key stakeholders is flexible and liable to change.

Person Specification

1.8 Understands the experience of ethnic people from a range of backgrounds living in New Zealand.

1.9 Has deep understanding of lived experience of LGBTIQ++ identity as an ethnic person in Aotearoa New Zealand

1.10 Has an understanding of healthy relationships programming

1.11 Has the necessary immigration status and documentation to work in New Zealand.

1.12 Experience in social service delivery with ethnic communities.

1.13 Understands and values cultural difference.

1.14 Is self-motivated.

1.15 Understands how community and not for profit organisations operate.

1.16 Is able to prioritise competing demands so that deadlines are met.

1.17 Has well-developed skills in programme development, facilitation and negotiation.

1.18 Is experienced in working with people from a wide range of cultural backgrounds.

1.19 Has well developed interpersonal and verbal communication skills using English.

1.20 Has computer skills, including word processing, presentation and spreadsheet packages.

1.21 Ability to speak 1 or 2 ethnic languages will be an advantage.

1.22 Can undertake such duties as may be required from time to time that are reasonably assigned to them, having regard to the designated duties of the position, skills, training and safety.

- 1.23 Will undertake at all times to act in the best interests of Shama and communities attached to Shama
- 1.24 Will demonstrate a high level of work productivity, exhibit self-starting, a commitment to reduce unproductive time, take initiative and display leadership in getting on with the job.
- 1.25 Will liaise with everyone in an ethical way and represent Shama in a professional and positive manner.
- 1.26 Will support, demonstrate loyalty, and promote Shama
- 1.27 Will constantly endeavour to improve customer service, productivity and efficiency.
- 1.28 Will demonstrate total commitment to safety and safety leadership.

<i>Key Accountabilities</i>	<i>Standards/Achievements</i>
Supporting the development of the programme framework	<ul style="list-style-type: none"> ● With direction from the Adviser and Shama team, contact people to be involved in framework development and arrange hui. ● Ensure all queries are answered, effective notes are taken and people involved are compensated according to the schedule ● Work together with the Advisor to determine the framework
Sourcing programme material	<ul style="list-style-type: none"> ● Make contact with groups providing healthy relationships programming, both in Aotearoa New Zealand and internationally, to source material that will be effective for healthy relationships programming for ethnic people ● Alongside the Advisor Writer, develop and improve material for use in this programme
Supporting writing stages for the programme	<ul style="list-style-type: none"> ● Review written material when requested, providing advice and input at developmental stages
Supporting the testing stage of the programme	<ul style="list-style-type: none"> ● With direction from Advisor and Shama team, liaise with potential participants to test material. ● Work with the Advisor to facilitate and test this material, and consider evaluative feedback

<p>Administration</p>	<ul style="list-style-type: none"> ▪ Ensure all information gathered is stored correctly and is available for collation. ▪ Ensure systems are set up to maintain methods and procedures for record keeping and that these systems are adhered to. ▪ Ensure all files and data are correctly maintained. ▪ Actively demonstrate a commitment of respect for individual views and choices and consistently uphold the philosophy of Shama.
<p>Professional relationships Implement strategies that promote positive working relationships</p>	<ul style="list-style-type: none"> ● Establish and maintain positive working relationships by ensuring respectful communication, mutual trust, privacy and confidentiality. ● Work to always add value to professional relationships by ensuring your communication is accurate and timely. ● Maintain a professional relationship with advocates, organisations, agencies and service providers. ● Take direction from Advisor as to task allocation. ● Consult with Advisor when necessary on cases that are deemed difficult.
<p>Communication and interpersonal skills</p>	<ul style="list-style-type: none"> ● Situations may often call for tact, diplomacy and will require information to be handled in a discreet and sensitive manner, considering the fact that this is a new programme, and mainstream organisations may not understand the full positive impact for ethnic communities. ● Engagement will need sound judgement, negotiation and persuasiveness skills towards facilitating a workable outcome.
<p>Professionalism</p>	<ul style="list-style-type: none"> ● To maintain professional standards of practice in accordance with policies and procedures of Shama. ● To demonstrate confidence and ability to be an independent practitioner. ● To demonstrate effective communication with all appropriate professionals to ensure service maintenance. ● To attend relevant professional meetings.

	<ul style="list-style-type: none">● To practice in accordance with ethical guidelines and professional standards.● To identify own educational and training needs.● To participate in professional supervision.● Remain updated with the sexual violence sector and new initiatives within this sector.● Remain updated on any new initiatives for migrant and ethnic communities.● To maintain and develop good networks for the Centre and to ensure people can be referred to appropriate service in the community for further support.
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