



<b>Role:</b>	Advocacy Coordinator
<b>Location:</b>	Wellington, Wellington
<b>Type:</b>	Part time, Permanent
<b>Listed:</b>	Wed, 04 Jan
<b>Pay and benefits:</b>	to be negotiated
<b>Responsible to:</b>	Management Committee & BRS caseworkers
<b>Key Relationships:</b>	Membership and Clients, Management Committee, BRS Caseworkers, Kaupapa Co-ordinator, WINZ/MSD staff

The purpose of this position is to ensure that the Benefit Advocacy Service operates efficiently and effectively. This includes managing volunteers, ensuring the efficacy of the Benefit Fact File, providing BRS training, and communicating with WINZ/MSD on policy and on specific cases.

## Principal tasks

### Co-ordination of BRS volunteers

- Organise and ensure the facilitation of weekly caseworker meetings
- Provide supervision for BRS volunteers—mainly as it relates to casework
- Support the work of the Workers' Rights Collective
- Attend and lead the BRS Collective meetings (Mondays 10am-noon)

### Training and workshops

- Provide oversight of the BRS training programme to ensure its professional quality
- Co-ordinate and participate in the training programme
- Organise and run training/workshops for members and groups such as WINZ staff, TOPS trainees, community groups, etc.
- Develop and maintain reputation and contacts in this area (follow-ups, mail-outs, etc.)

### Networking

- Correspond and communicate with groups in similar areas (exchange views on policy, keep abreast of research, attend relevant meetings)
- Develop and maintain relationships with staff at MSD and WINZ
- Be an active member of the Beneficiary Advocacy Federation of NZ and participate in consultation with MSD as part of this role

### Media and Political

- Advise and support the Management Committee and the Kaupapa Co-ordinator in the development of strategic political plans
- Advise and support the Kaupapa Co-ordinator in managing media contacts and writing press releases
- Promote and invite clients and membership to get involved in the Centre's political campaigns as appropriate
- Lobby government departments and politicians and make submissions to Select Committees on bills
- Coordinate Official Information Act requests as necessary
- Coordinate research into policy when relevant

## **Administration**

- Co-ordinating and oversee the gathering and collating of statistics
- Regularly monitor and support work done by advocates
- Ensure the office has all necessary supplies
- Ensure the effective and efficient management of files
- Develop training materials, leaflets, work sheets, etc.
- Meet weekly with the Kaupapa Co-ordinator and the Practice Manager to discuss the Centre's general operation and keep informed about each other's work.
- Co-ordinate with the Accounts Administrator, the Practice Manager and the Kaupapa-Coordinator to ensure effective day-to-day financial management of the Centre Management and the common areas as necessary
- Ensure that the Centre is a safe place for all users—including after-hours services
- Manage and be responsible for a WPC credit card

## **Personal Attributes**

### **Concern for Excellence**

- Sets high standards for themselves and others
- Consults widely in arriving at conclusions
- Delivers high quality work on time
- Strives to identify shortcomings and takes the initiative

### **Leadership and Management**

- Manages disagreements with tact and diplomacy
- Acts with the aim of being inclusive and empowering
- Negotiation and mediating skills
- Actively manages team morale
- Keeps staff and members adequately informed
- Effectively delegates
- Acts with respect to people from different backgrounds
- Has empathy with the aims and objectives of the Wellington People's Centre
- Committed to the Treaty of Waitangi

### **Bureaucratic and Policy Knowledge**

- Through understanding of the Social Security Act (1964) and associated legislation
- Through understanding of the situation faced by unemployed workers and beneficiaries
- Knowledge of how government departments work and ability to successfully influence government practice
- Ability to maintain professional relationships with government departments

## **Job Specifications**

Starting salary: As per collective agreement

Hours of work: 20 hours per week

Monday- Friday 9:30-3:30

5 weeks annual leave

**Apply to**

Ian Anderson: [ian.ndrsn@gmail.com](mailto:ian.ndrsn@gmail.com)

or Jason 0272608434