



Role:	Kaupapa Coordinator
Location:	Wellington, Wellington
Type:	Part time, Permanent
Listed:	Wed, 04 Jan
Pay and benefits:	to be negotiated
Responsible to:	Management Committee
Key Relationships:	Membership and Clients, Management Committee, Practice Manager and Advocacy Co-ordinator, Media and Associated Organisations

The purpose of this position is to ensure that Wellington People's Centre acts in accordance with its kaupapa, specifically as it relates to engaging membership and developing a collective voice. This position is also responsible for ensuring that membership, associated organisations, and the wider community are familiar with WPC's and its kaupapa. The kaupapa is as follows:

- To provide high quality, low cost services
- To provide a collective voice for people on low incomes and benefits
- To be run by and for members

Principal tasks

Ensure that the WPC acts in accordance with its kaupapa

- Liaise with and support the Practice Manager and the Advocacy Co-ordinator to ensure services are delivered efficiently and remain both high quality and low cost
- Develop structures which elicit feedback on our services from clients
- Develop structures which promotes membership's agency within the organisation
- Develop structures which enable membership to articulate their views about living on a low income or a benefit
- Build the rank-and-file membership base through co-ordinating regular recruitment drives
- Analyse and overcome barriers preventing membership from actively participating

Develop and maintain community and media networks

- Build working relationships with community organisations supporting working people, beneficiaries, and otherwise socially oppressed groups
- Work with the Advocacy Co-ordinator and the Management Committee to produce press releases and public statements
- Keep abreast of developments of interest to WPC and communicate these to the Management Committee and Advocacy Co-ordinator in a timely fashion
- Maintain and developing existing media contacts and be prepared to represent WPC publicly
- Advise and support the Management Committee with public campaigns when necessary
- Ensure that the interests of low-wage workers and beneficiaries are represented in networks and community groups working on issues affecting our membership—e.g. homelessness, debt

Financial Management

- Co-ordinate with the Accounts Administrator, the Practice Manager and the Advocacy-Coordinator to ensure effective day-to-day financial management of the Centre, filling gaps as necessary.
- Work with the Treasurer, Accounts Administrator, and the Financial Subcommittee to ensure regular analysis and reporting on the Centre's finances
- Manage and be responsible for a WPC credit card

Funding

- Actively search for potential funding sources and advise the Finance Sub-Committee with opportunities
- If required, assist the Finance Sub-Committee with making funding applications
- Be aware of funding applications made by the Finance Sub-Committee and act as an initial point-of-contact with funders

WPC management—premises, volunteers and systems

- Ensure that the IT systems work adequately
- Oversee membership systems to ensure that accurate records are maintained and that members are sent reminders when their membership lapses
- Work with the Practice Manager and Advocacy Co-ordinators to ensure volunteers feel supported and engaged in their roles
- Meet weekly with the Practice Manager and Advocacy Co-ordinator to discuss general Centre business and keep updated on each other's work
- Support and advise the Practice Manager and Advocacy Co-ordinator with management of staff as requested
- Ensure all WPC premises are maintained satisfactorily—liaise with property managers if necessary

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

Political Nous and Leadership

- Manages disagreements with tact and diplomacy
- Acts with the aim of being inclusive and empowering
- Ability to effectively engage in political environments
- Inspires others to action
- Actively manages team morale
- Effectively delegates
- Has empathy with the aims and objectives of the Wellington People's Centre
- Committed to the Treaty of Waitangi

Interpersonal and communication skills

- Develops positive working relationships
- Can communicate effectively with a variety of audiences
- Well-developed oral communication skills
- Keeps staff and members adequately informed
- Builds and maintains relationships with people on all levels

Job Specifications

Starting salary: As negotiated
Hours of work: 10 hours per week—expected to grow
Flexible working hours
5 weeks annual leave

Apply to

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