

Mayor's Taskforce for Jobs – Community Recovery

The MTFJ and MSD have partnered with Kaikoura District Council and Te Hā o Mātauranga to deliver sustainable employment for up to 50 people. These people will be Youth NEETS and/or people who have been displaced from their employment due to COVID-19.

Acronyms and words we use:

Youth – 16 to 24 year olds

NEET – Not in Employment, Education or Training

MTFJ – Mayors Taskforce For Jobs

CDPP – Covid Displaced Person or People

MSD – Ministry of Social Development

Te Hā – Te Hā o Mātauranga

KDC – Kaikōura District Council

Employment Coordinator Job Description

The purpose of this position is to work with NEETs and CDPP to ultimately place them in sustainable employment. Key to this role is the engagement with the person, identification of their strengths and ambitions, connecting them with employers, and ongoing support to ensure they can achieve sustainable employment.

The heart of Te Hā o Mātauranga is about hope and possibility. Our approach is strengths based and we aim for transparency in everything we do. These approaches are intentional in devolving power from us as a “helping agent” to building the power of community.

Your Client Focus:

- Sourcing and engaging clients, using local knowledge and robust relationships with other workers and organisations
- Each client will have an individual employment plan, encompassing their strengths, ambitions, skills gaps and training needs
- Addressing barriers to work with each client
- Ensure clients have CV's and are prepared for interviews
- Role model soft skills and work with Youth Employability Programme Facilitator to grow soft skills
- Work with Driver Mentoring Programme to progress clients through their driver's licence
- Organise micro-credential training such as Grow Safe, Site Safe, First Aid as required
- You will promote clients and sell their employability directly to employers
- Develop appropriate financial and training support packages for clients and employers
- Monitor the employment relationship, providing ongoing in work support and pastoral care to the client as needed
- Encouraging use of jobskaikoura.co.nz

Your Employer Focus:

- Establish approachable and helpful relationships with employers
- You will work with employers to identify their current and potential employment needs
- You will promote the incentives available to businesses for employment of NEET's and CDPP's
- Stay abreast of local labour market, problems, issues and opportunities.
- Develop knowledge of Work and Income support and ensure referral to Work Broker to access these
- Develop appropriate financial and training support packages for clients and employers
- Monitor the employment relationship, providing ongoing support to employers to encourage sustainable employment
- Encouraging use of jobskaikoura.co.nz

Operational

- Develop operational processes to track clients and employers
- Implement, monitor and report on employment and programme activity
- Co-facilitating employment preparation and skills workshops if required
- Build relationships with training providers
- Actively and positively participate and contribute to the wider team within Te Hā
- Comply with and support all health and safety policies and procedures
- Adhere to Te Hā o Mātauranga procedures, policies and guidelines
- Administer and promote jobskaikoura.co.nz

Relationships:

Whilst we recognise that there will be many relationships and networks to be created, explored and retained, key relationships in our community will be developed with:

Mayor

Youth Coach

Work and Income – Work Broker

Driver Mentoring Coordinator

Te Tai o Marokura

Kaikoura High School Gateway Coordinator

Youth Employability Programme Facilitator

Future Kaikoura

Training providers

We are seeking someone with:

- Excellent promotional and marketing skills
- Strong negotiation skills
- A proven record in establishing and maintaining relationships with individuals and groups
- Excellent verbal, written and interpersonal skills
- Ability to build and maintain rapport with others based on their own integrity and honesty
- Strong self-management skills

- Commitment towards positive outcomes
- Strong bi-cultural knowledge
- Ability to resolve problems and make decisions with limited information
- A full, current driver's licence is essential
- Competent computer user – g suite, Microsoft office, social media and website administration
- Knowledge of current employment subsidies and incentives
- Will pass a vulnerable children's safety check