

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

Driving Coordinator Job Description

The purpose of this position is to provide support and remove barriers to gaining drivers licences for those seeking work in Kaikōura.

The heart of Te Hā o Mātauranga is about hope and possibility. Our aim is to build capacity. 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.

We are looking for a person to provide the programme that includes:

1. Obtain the Learners Licence:
 - Teach the theory for the test
 - work one on one with learners
 - run courses with multiple groups of learners
 - Support to read the test questions
 - Support to gain suitable identification for the test
 - Support to book the test
2. Obtain their restricted and full licences which involves:
 - Driving groups/individuals to Blenheim/Rangiora for mentoring and the test
 - Arrange mentor days in Kaikōura and Blenheim
 - Work with REAP Marlborough around subsidising mentor lessons
 - Booking tests and helping with identification
3. Obtain further licences according to job plans – HT, Wheels Tracks and Rollers, Forklift.
4. Defensive Driving courses in Kaikōura.
 - Work with REAP Marlborough around subsidising courses
 - Book the instructor
 - Advertise and engage participants
 - Set up venue

5. Set up a Community Driving Mentor Programme
 - Investigate NZTA's model
 - Decide on best model for Kaikōura and implement.

6. Investigate ways to enable an AA accredited driving trainer to operate in Kaikōura and implement if feasible.

Operational tasks:

- Promotion of opportunities across Kaikōura
- Building relationships with driver training providers
- Develop operational processes to track clients and employers
- Actively and positively participate and contribute to the wider team within Te Hā

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	Employment Coordinator
Te Tai o Marokura	Kaikoura High School Gateway Coordinator
Youth Employability Programme Facilitator	Future Kaikoura
Training providers	

We are seeking someone with:

- 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
- Knowledge of New Zealand Driving Licence Framework
- Commitment towards positive outcomes
- Strong bi-cultural knowledge
- Ability to resolve problems and make decisions
- A full, current driver's licence is essential
- Competent computer user – g suite, Microsoft office and social media
- Will pass a vulnerable children's safety check