

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

Youth Employability Facilitator Job Description

The purpose of this position is to run the Youth Employability Programme (YEP), delivering soft skills for employment, work exploration and placing NEET's in work experience and volunteering opportunities. This role will work alongside Kaikōura High School to support more opportunities for students still at school to engage in career exploration along the lines of Dave Turner's scaffolded approach to vocational education and successful transitions developed for ToiEDA.

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.

Youth Employability Programme:

The YEP supports 14-24 year olds to gain the insight, confidence and skills to get work, keep work and create careers. Key Tasks include:

- Organise and facilitate YEP both within school and community settings
- Sourcing and organising volunteer and work experience opportunities
- Ensuring other youth providers are included ie Youth Service, Bros for Change, Mana Kohine Mana Wahine, Kahui Ako Social Worker

Career Exploration:

- Work alongside Kaikōura High School to develop a career exploration programme across the school for 2020/2021
- Implement the career exploration programme

Operational:

- Develop operational processes to run YEP in Kaikōura

- Implement, monitor and report on employment and programme activity
- Build relationships with employers and 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

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	Training providers
Kaikoura High School Staff	Youth Coach
Driver Mentoring Coordinator	Te Tai o Marokura
Employment Coordinator	Future Kaikoura

You will be:

- Passionate about building the self-awareness, confidence and employability skills that young people need to secure – and succeed in – quality employment
- Authentic, engaging and approachable – allowing you to build meaningful connections with all youth, particularly those who are disengaged or disengaging from education
- Excited to play a critical role in supporting young people to fulfil their unlimited potential

You must bring:

- Expertise in facilitating small group work that maximises young people's engagement and participation with each other and the workshop content
- Expertise in introducing and unpacking ideas and concepts in a way that highlights and shifts default mindsets and behaviours
- Expertise in group behaviour management – striking a critical balance between creating space for young people to express themselves and exhibiting employable behaviour
- Experience working alongside youth Māori and Pasifika
- A high level of cultural awareness and sensitivity that informs culturally responsive practice
- Skills in building and maintaining positive working relationships with people across a range of educational contexts
- Organisational skills, including delivering a programme of work within set timeframes
- Enthusiasm and a fresh, creative and flexible approach to your work

You will:

- Ideally have experience as a facilitator, youth worker or in another youth-focused role
- Pass a vulnerable children's safety check
- Hold a full, current driver's licence