

Position Description

Position Details

Position Title	Mayors Taskforce for Jobs (MTFJ) Coordinator
Responsible To	CEO; Mayor & Deputy Mayor
Employment Type	Fixed Term, to 30 June 2026
Hours of work	Part-time, 20 hours per week
Location	Kawerau

Position Purpose

The MTFJ Coordinator is responsible for the administration and delivery of the MTFJ funding Agreement (the “Agreement”) with the Kawerau District Council (KDC). The Coordinator will provide support for youth to be retained or placed into employment.

Council’s Vision

To create a resilient and sustainable Kawerau District that can meet the needs of the future.

Internal and External Relationships

Internal Relationships

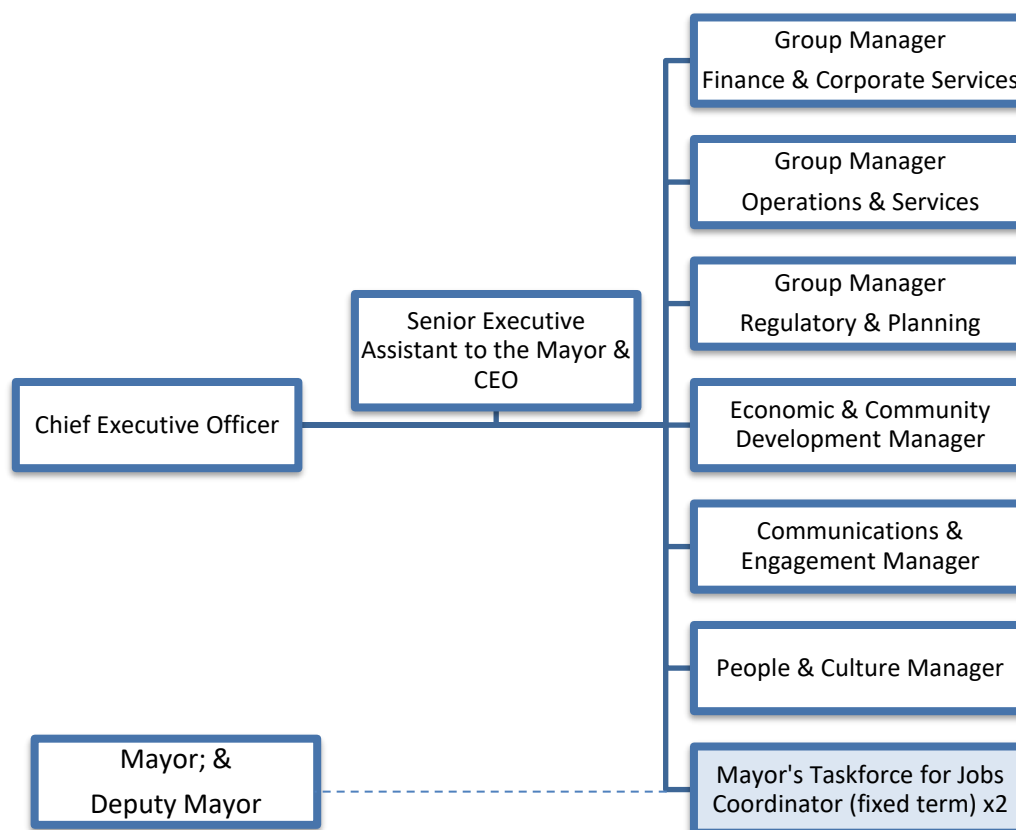
- Mayor and Councillors
- Chief Executive Officer
- Communications & Engagement Manager
- Finance Team

External Relationships

- Local Government NZ – MTFJ
- Ministry for Social Development (MSD)
- Local Employers
- Industrial Symbiosis Kawerau Inc
- Tarawera High School
- Tertiary Education Providers
- Tuwharetoa ki Kawerau Hauora
- Funders

Kawerau District Council operates a Drug and Alcohol Policy, which includes pre-employment, random, post-accident/incident and reasonable grounds testing.

Organisation Structure



Key Responsibilities:

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
PROGRAMME DELIVERY	
<ul style="list-style-type: none"> Deliver the MTFJ fund programme for Kawerau in accordance with the Agreement and Council's requirements. Support potential employees into sustainable employment. Provide/organise pastoral support during employment and or training. Identify financial support mechanisms to support people into employment and/or training. 	<ul style="list-style-type: none"> At least 30 sustainable employment outcomes that are direct MSD referrals (18 – 24yrs) and 5 sustainable employment outcomes with a focus on at risk youth or people with a disability. Employees are effectively supported in their employment and/or training so as not to “drop-out”.

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
STAKEHOLDER MANAGEMENT	
Develop and maintain resilient working partnerships with internal and external contacts.	<ul style="list-style-type: none"> • Strong, durable relationships and partnerships are established with a range of internal and external contacts. • A collaborative relationship is well established with other organisations and agencies involved with similar employment programmes. • A professional image is conveyed in public forums - Kawerau District Council is always represented positively. • Positive feedback is received from the community and other organisations/ agencies.
ADMINISTRATION	
<ul style="list-style-type: none"> • Demonstrate a clear understanding of the role's duties and ensure that these are carried out to Council's standards. • Regularly communicate and report to the Mayor and CEO on progress with the MTFJ fund programme. • Report on the performance of the MTFJ fund programme. • Monitor the financial expenditure for the MTFJ fund programme. • Manage social media, which provides comprehensive information on Kawerau's MTFJ fund programme. 	<ul style="list-style-type: none"> • All agreed tasks and functions of the role are completed as required • The Mayor and CEO are well-informed and kept up to date with progress of the MTFJ fund programme. • Regular reports are compiled in an accurate and timely manner to provide information on the progress and performance of the MTFJ fund programme. • The MTFJ is consistently provided with monthly progress reports in accordance with the Agreement. • All MTFJ activities are operating within budget. • Social media is regularly monitored and kept up to date.
HEALTH AND SAFETY	
<ul style="list-style-type: none"> • Takes all practicable steps to ensure personal safety and not cause harm to any other person by personal actions. 	<ul style="list-style-type: none"> • Hazards are identified and control measures followed. • Work-related accidents, incidents and

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<ul style="list-style-type: none"> • Demonstrates a personal commitment to Health and Safety in accordance with Council's Health and Safety Policy. • Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care). 	<ul style="list-style-type: none"> • illnesses are reported. • Emergency procedures are followed. • Safe work practices are demonstrated. • Participation in emergency drills and incidents as required.
GENERAL	
<ul style="list-style-type: none"> • Participate in the organisation's Personal Performance and Development Programme (PPD). • Participate in the organisation's business improvement programme. • Participate in Council's Civil Defence response teams. • Carry out any other relevant duties as reasonably required. 	<ul style="list-style-type: none"> • Unbiased and empowering PPDs completed with supervisor and reporting staff. • Consistent attendance at and participation in Team meetings. • Participate in Civil Defence training and events. • Willingly accept tasks assigned and meet agreed deadlines.

Person Specification

Knowledge / Experience

- Computer literacy with knowledge of Microsoft Office suite of products (Outlook, Word, Excel and PowerPoint).
- High level of understanding of the Kawerau community, particularly business and key industries.
- Proven experience in working with youth, understanding their needs and the ability to relate to young people.
- Proficient experience in project, time, financial and database management.
- Proven history of initiating and developing durable partnerships and networks - with both individuals and organisations.
- High level of commitment and understanding of customer service.
- Familiar with using social media.
- Conversant with financial and project reporting
- Strong understanding of employment systems and MSD products/services

Skills

- Self-starter who is positive, energetic and has a passion for community development.
- High standard of communication, interpersonal and oral skills.

- Ability to relate to and build strong relationships with employers, Youth/NEETs/beneficiaries, and key stakeholders (including MSD).
- Initiative, enthusiasm, commitment, sense of humour and demonstrated ability to provide total customer service.
- A high degree of personal and professional integrity- able to maintain confidentiality at all times.
- Well-organised but flexible including a willingness to work out of normal hours when required.
- Ability to work and achieve results with a minimum of supervision.