



Youth Coordinator

The Auckland Women's Centre is a vibrant feminist community agency providing a range of services such as Women's Support; support, information, advice and referral, counselling, support groups, learning opportunities, community events and a library. We work in collaboration with other women's groups to encourage community development initiatives and to advocate collectively for gender equality.

The role – We are seeking a passionate young feminist to nurture high school feminism in Auckland and develop new young feminist activists. Please see the attached Job Description for more info.

Hours - This is a two-year pilot project, for either 10 or 12 hours per week, depending on the availability of the successful applicant. We will review the project in July 2019 to decide whether to continue it beyond November 2019.

Start date

ASAP, no later than Monday 26 February.

Wages and conditions

\$21 per hour, with a performance and wage review in three months, and an annual cost of living increase on 1 July. We provide a warm and collegial working environment and five weeks annual leave.

Applications

Please supply a covering letter, a copy of your curriculum vitae and a completed application form providing two verbal referees which must reach akcentre@womens.org.nz or the Centre before **10am, Monday 5 February**, the closing date for applications.

Please note: no application will be considered without a covering letter, a CV (with your referees and their contact info) and a completed application form.

Job Description – Youth Coordinator (YC)

Objectives of the Role: The purpose of this position is to nurture and develop new young feminist activists.

Role Description:

1. Support the existing High School feminist clubs to grow and to deepen their commitment to intersectional feminism.
2. Encourage the formation of new High School feminist groups, as appropriate
3. The YC will be part of the project Steering Group. This group will be made up of: the YC, the Centre Manager, and a member of the AWC Collective. Initially the Steering Group will meet as needed, but once the project is underway it will meet once every 6 weeks.
4. The Steering Group will co-create a strategic work plan for the position. The work plan will contain items such as:
 - Speak at, or arrange a speaker at, 5 High Schools in Auckland about feminism, high school clubs and AWC
 - Provide the leaders of the HS Feminist Clubs with the opportunity to grow their leadership skills and project management skills
 - Attend the Young Feminist Hui being organised by the HRC in May and mobilise high school students to attend.
 - Organise a creative young feminist event at AWC in April
 - Create an AWC Instagram account for young women to connect to.
 - Connect with other agencies that work with high school feminists, e.g. Auckland Young Feminists.
 - Work with the Evaluation Consultant to gather evidence of the efficacy of the position.

Reporting:

- The Young Women's Coordinator reports to the Auckland Women's Centre, Centre Manager. She will meet fortnightly with the Centre Manager to report on progress and achievements and to receive guidance and support.
- The YC will produce a brief, monthly, written report to the AWC's Manager to be included in the Manager's monthly report to the Governance Collective.

Key relationships:

The YC will build and maintain excellent relationships with:

- The Manager of the Auckland Women's Centre
- The leaders of the Auckland High School feminist groups
- The key staff in the agencies working with high school students

- The members of the Steering Group

Be an active staff member of AWC:

- Where practical, the YC will participate in AWC team building events and special AWC activities, such as the AGM.
- Keep all financial source documents up to date including time sheets and mileage claim forms, and provide GST receipts for any expenditure. Take good care of all equipment and resources and report any damages or loss to the Manager.
- The YC will ensure that all aspects of her work are consistent with AWC’s mission statement, philosophy, constitutional objectives, strategic plan, protocols and policies.

Person Specifications:

- A strong commitment to intersectional feminism
- Knowledge and understanding of the various factors which can impact on the lives of young women, both positively and negatively
- Experience in the community sector and / or the not-for-profit sector
- Reliable, proactive, internally motivated, conscientious
- Excellent verbal communication skills and strong interpersonal skills
- Digital and social media skills/experience
- Ability to work under pressure and to meet deadlines
- Initiative and leadership strengths alongside the ability to think conceptually and reflectively
- A strong understanding of the ethical issues that may arise when working with young people and the ability to self-monitor so as to maintain healthy and ethical boundaries
- A commitment to the Centre, its philosophy and its work
- An awareness of Te Tiriti o Waitangi and its implications for community groups
- You must hold a clean, current driver’s license and a have access to a reliable car for work use or the ability to get around Auckland to visit schools
- Excellent organisational and project management skills

This job description has been agreed to by:

<p>Name:</p> <p>Centre Manager:</p> <p>Date:</p>	<p>Name:</p> <p>Youth Coordinator:</p> <p>Date:</p>
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AUCKLAND WOMEN'S CENTRE - APPLICATION FORM

Purpose

This information is collected for the purpose of assessing your suitability for employment at the Auckland Women's Centre.

Please print

Your name: (in block capital letters)

Surname:

Given Names:.....

1. Your contact information:

Number and street:

Suburb and city:

Home phone number:

Best contact times:

2. Immigration Status:

Are you a citizen of New Zealand? Yes/No

If no, do you have the right of permanent residence? Yes/No

If no, do you have a work permit?
(Passport verification required) Yes/No

3. Your health: Do you have any known condition or illness which may affect your ability to effectively carry out the functions and responsibilities required of this position?
Yes/No

(If yes, please specify)

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4. If your application is successful, when could you commence employment?

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5.1. Have you been convicted of a criminal offence? Yes/No

5.2. Are you awaiting the hearing of charges in a civil or criminal court of law?

Yes/No

6.1. For the purposes of compliance with the Privacy Act 1993 do you consent to the Auckland Women's Centre contacting your referees for the purpose of reference checking?

Yes/No

6.2. I (full name) consent to the organisation obtaining criminal information for the purpose of assessing my suitability for this position.

6.3. I (full name) acknowledge that if a police check reveals information that the Auckland Women's Centre considers makes me unsuitable for this position, my employment will be terminated without notice.

6.4. I (full name) declare that to the best of my knowledge the answers in this application are correct. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, or a police check is unfavourable, I will not be accepted, or if I am employed, my employment will be terminated.

7.1. I (Full name) hold a clean, current drivers licence.

7.2. Do you have access to a vehicle for work purposes?

Yes/No

Signed:.....

Date:

