



MANAGER – Te Whare o Ngā Tūmanako Māori Women's Refuge

Te Whare o Ngā Tūmanako in West Auckland has a job vacancy for a Manager. This is a full time 37.5 hours a week position. You will be reporting to the board chairperson and responsible for the day-to-day business of the organisation and managing a small team.

You will have previous experience and extensive knowledge of the protocols, processes and standards of practice required to deliver a professional and whānau centric service to the community.

This is a Māori organisation and is based on kaupapa Māori principles. You will have an understanding and sound knowledge of practices in Te Ao Māori

A social work tertiary qualification and proven knowledge of relevant legislation and social work case management frameworks is essential to this role. A full driver's licence and positive vetting results under the Vulnerable Children's Act are also requirements.

The successful candidate will ideally have:

- Proven experience in the management of a non-profit organisation
- Strong leadership qualities
- Awareness of human resources
- Sound frameworks or models of practice relating to issues of domestic violence, parenting, drug and alcohol and care and protection
- Confidence in working in Te Ao Māori and applying Tikanga Māori principles
- A knowledge of Te Reo Māori would be an advantage
- Experience with financial software including payroll
- Excellent administrative and organisational skills
- Flexible attitude and 'can do' approach
- High level of self-awareness
- Ability to multitask and deal with competing priorities
- Ability to work in a fluid and sometimes stressful environment

Please email for position description and application form. sheree@refuge.org.nz

Applications close: 5pm Friday, 30th April 2021