

POSITION: Kiwi Can Leader

REPORTING TO: Kiwi Can Programme Coordinator

BACKGROUND Graeme Dingle Foundation & Kiwi Can

The Graeme Dingle Foundation is a leader in the field of Child/Youth Development in New Zealand. Founded in 1995, formally known as Project K and Foundation for Youth Development (FYD), the Graeme Dingle Foundation provides young people with the opportunity to build self-confidence and learn valuable life skills by participating in a number of unique developmental programmes, i.e. Project K, Stars, Kiwi Can and MYND.

Kiwi Can provides Year 1-8 students with the opportunity to build self-confidence and learn valuable life skills by participating in a unique developmental programme. It was founded in the late 1990's and is run in primary & intermediate schools across New Zealand.

Kiwi Can is delivered under licence by Graeme Dingle Foundation Charitable Trusts. Charitable Trusts are licensed by Graeme Dingle Foundation. The National Support Office (NSO) supports Kiwi Can Licensees through: quality assurance, moderation, evaluation, training, programme development and national networking and funding.

PURPOSE OF THE ROLE

- To deliver Kiwi Can Programmes in schools in Marlborough, ensuring high quality outcomes.
- To provide support to other Kiwi Can Leaders.

KEY RELATIONSHIPS

Internal

- Kiwi Can Coordinator, Regional Manager
- Trustees of Graeme Dingle Foundation Marlborough

External

- Students, principals & teaching staff, parents & caregivers at Kiwi Can schools
- Members of the public (through the community project and events)
- Graeme Dingle Foundation's NSO team members
- Other Kiwi Can coordinators & leaders nationwide
- Funders and supporters (where appropriate & where agreed with the KC Coordinator)
- Training facilitators

RESPONSIBILITIES

Programme Delivery:

- Plan, prepare & deliver high quality lessons which meet Kiwi Can Programme requirements, including taking into account the different ages, backgrounds and learning styles of children
- Lead/be involved in, school activities during at least half of the school lunch & play times
- Co-ordinate Community Projects
- Role model Kiwi Can values within the school and community
- Wear required Kiwi Can uniform in schools at all time, and on other occasions as required by KC Coordinator

School Liaison

- Foster the integration of the Kiwi Can programme in schools
- Meet formally with school staff for as required by the KC Coordinator
- Promote the Kiwi Can programme as appropriate (e.g.: at parents evening and other opportunities as they arise)

Administration & Communication

- Adhere to all relevant Trust, School and Graeme Dingle Foundation policies and procedures
- Meet Kiwi Can administrative requirements, including completing EOTC and Risk Management documentation for all Kiwi Can activities outside school grounds
- Liaise and work effectively with the KC Coordinator, local Trust, KC School Staff, Kiwi Can Leader Team, and wider Kiwi Can network
- Attend and contribute to team meetings
- Respond to emails and requests in a timely manner
- Actively build and manage a bank of Kiwi Can resources to contribute to both the Trust and NSO (including regularly taking photographs)

Professional Development

- Willingly undertake and actively participate in training, personal appraisal and on-going professional development.
- Actively seek opportunities for improvement by gaining feedback from others
- Contribute to the professional development of other Leaders, including contributing to the induction of new team members, as required

Other

- Carry out all tasks in a professional & timely manner, and in the spirit of being an effective team member.
- Assist with other duties as may be reasonably requested.

KPIs

- Favourable satisfaction levels (schools- students, staff, community, KC Leaders, KC Coordinator, Programme Manager &/or Trust, NSO, supporters, training facilitators).
- Ensure adherence to expected performance measures: Kiwi Can Leader Manual, Quality Assurance.
- Positive role-modelling of Kiwi Can values is demonstrated (i.e. nil complaints from stakeholders)

PERSON SPECIFICATION**Experience and Qualifications**

- Previous experience and/or knowledge of health education, physical education or child-based learning environments would be helpful, but not essential
- Ability in other areas such as sport, music, art or drama would also be an advantage
- Ability to coach and mentor others
- Ability or experience in presenting to others
- Own reliable transport and a current, clean driving licence are required

Personal Attributes

- A passion for making a difference to young peoples' lives
 - Demonstrates and role-models the values of the Kiwi Can programme
 - Excellent interpersonal skills with both children and adults
 - Awareness and appreciation of cultural diversity
 - A 'can do' attitude and open to change
 - Reasonable level of fitness
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Competencies

Relationship Management: Builds and maintains key school/community and team relationships (regional & national).

Specialist Knowledge: Demonstrates good level of technical knowledge in all areas of programme delivery.

Self-Development: Demonstrates a pro-active approach to own learning and shows evidence of a belief in continual improvement.

Communication: Demonstrates effective oral and written communication skills.

Planning and Organisation: Plans activities, sets priorities and allocates resources.

Personal Effectiveness: Demonstrates personal effectiveness in terms of work attitude, style and approach.