



POSITION: Kiwi Can Leader

REPORTING TO: 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, 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. Kiwi Can, Stars, Career Navigator, Project K and MYND.

Kiwi Can is a life skills and values programme delivered to the whole school by trained Kiwi Can leaders with every child attending a Kiwi Can lesson once a week, every week of the school year. Kiwi Can was founded in the late 1990's and is run in primary & intermediate schools across New Zealand.

Kiwi Can is delivered under licence by independent Charitable Trusts. Graeme Dingle Foundation's 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 Auckland, ensuring high quality outcomes.
- To provide support to other Kiwi Can Leaders.

KEY RELATIONSHIPS

Internal

- Trust Kiwi Can Coordinator
- Trust Programme Manager (where applicable) & members of the Kiwi Can Trust
- Other Kiwi Can Leaders across the region

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 team members
- Other Kiwi Can coordinators & leaders nationwide
- Funders and supporters (where appropriate & where agreed with the Kiwi Can 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
- Attend and participate in annual school camps, when required
- 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 Kiwi Can Coordinator

School Liaison

- Foster the integration of the Kiwi Can programme in schools
- Meet formally with school staff for as required by the Kiwi Can 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 including health and safety 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 Kiwi Can Coordinator, local Kiwi Can Trust, Kiwi Can School Staff, Kiwi Can Leader Team, and wider Kiwi Can/Graeme Dingle Foundation 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 Graeme Dingle Foundation's 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, Kiwi Can Leaders, Kiwi Can 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

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.