

Project K / Mauri Tū, Mauri Tau Coordinator

Permanent part-time (25 hours)

About Us: Graeme Dingle Foundation & Project K/Mauri Tū, Mauri Tau

The Graeme Dingle Foundation has been helping Tamariki and Rangatahi overcome life's obstacles and succeed for over 30 years. Founded in 1995 as the Project K, the Graeme Dingle Foundation is a national leader in child and youth development. Our programmes help young people build confidence and life skills to thrive. These include Kiwi Can, Stars, Career Navigator, Project K and others.

Project K is a 12-month programme for 12, Year 10 students which is delivered in Secondary Schools across Aotearoa - New Zealand. The aim of Project K is to help prepare Rangatahi with a belief in their own ability to complete tasks and achieve goals, and to help find purpose and direction, transforming their lives. The programme offers support to Rangatahi in four planned and fully integrated staged delivery - Induction, Wilderness, Community and Mentoring.

Project K is underpinned by this whakaatauaaki (proverb):

Whaia te pae tawhiti kia tata, whaia te pae tata, whakamaua kia tina
Seek out the distant horizons, cherish those you attain

Purpose of the Role

- Responsible for local delivery of the Project K Programme with energy and passion, adhering to the high standards and professionalism required.
- Enhance our Project K Programme through inspiring leadership and a commitment to ongoing initiatives that support our philosophy of equipping our Rangatahi to reach their greatest potential.

Reporting to: Secondary School Manager

Key Relationships:

Internal: Graeme Dingle Foundation Staff, National Office

External: Secondary Schools: Principals, teaching staff, students, parents/caregivers, mentors, specialist providers, community

About the Role – Key Responsibilities

Programme Delivery

- Engage with schools for programme delivery and development, operational, evaluation and relationship purposes.
- Prepare and deliver inspiring content within our partner schools to support encouraging, successful engagement for Rangatahi.
- Onboard 12 students who are engaged and motivated to participate in the Project K Programme
- Liaise with whanau/caregivers of participants with high levels of communication throughout the programme and create engagement and support for their young person
- Engage with contracted Wilderness Providers for successful induction, preparation, delivery and evaluations/reflections of the Wilderness and Community Challenge components of the programme.
- Recruit, train and match mentors successfully to programme participants and support the mentoring relationships
- Uphold the high standards and integrity of the Project K programme.
- Be culturally responsive and demonstrate understanding of Te Ao Māori and tikanga appropriate to local Iwi.
- Manage administrative and scheduling requirements of the Project K programme.
- Seek programme feedback from participants, teachers, principals and any other relevant stakeholders to make ongoing improvements to the programmes.
- Liaise effectively with outside agencies, schools, mentors, parents/caregivers, the Group Regional Manager and/or Site Manager and wider Graeme Dingle Foundation team.
- To provide cover support across the business where resource is required as may be reasonably requested
- Ensure programme delivery is in alignment with the programme manual, processes and adheres to programme policies and procedures.

Reporting, Marketing, and Communication

- Be an active ambassador for Project K, seeking opportunities to promote the programme to the wider community.
- Provide data and insights through reports for the Manager, NO, sponsors and supporters.
- Collaborate and communicate with wider Project K and the Foundation's networks.
- Support local promotion and delivery of Project K in line with the Regional Business Plan.
- Attend relevant meetings as required.
- Supply ongoing marketing and communications materials to NO.

Financial, Legal and Statutory, Business Planning

- Deliver the programme within agreed budgets, flagging risks or variances.
- Identify budget variances and implement strategies to remediate gaps or issues.
- Ensure delivery aligns with organisational and contractual requirements, escalating where needed.
- In collaboration with the Programme Manager, contribute to the development, delivery & evaluation of the Regional Business Plan.
- Adhere to all relevant school and Graeme Dingle Foundation policies and procedures including health and safety policies and procedures.
- Meet Project K administrative requirements, including incident reporting and completing Safety Management documentation for Project K programme delivery.
- Collaborate with the Programme Manager, in developing appropriate fundraising strategies and auctioning appropriate fundraising to sustain the continued growth and viability of Project K locally.

About You:

Experience and Qualifications

- Previous experience, knowledge and/or qualification in Social Work, youth work, training, teaching and/or other Social Services experience
- Experience in facilitating learning experiences and presenting to groups
- Experience facilitating groups, events and activities (Adventure Based Learning) is desirable but not essential.
- Experience in coaching or mentoring.
- Experience and understanding of contemporary youth development (desirable).
- Previous experience, knowledge and/or qualification delivering content aligned with Te Ao Māori and tikanga appropriate to local Iwi would be preferred but not essential.
- Excellent interpersonal skills – verbal and written.
- Experience managing multiple positive relationships across agencies and programme stakeholders including schools
- Own reliable transport and a current, clean driving licence are required.

Personal Attributes

- A passion for making a difference in young people's lives.
- Demonstrates a high level of integrity and role models the values of the Project K programme.

- High level of organisational/coordination, planning skills.
- Ability to follow programme manuals, process and policies and procedures to ensure outcomes are met.
- Strong relationship-building skills.
- Embraces cultural diversity.
- Positive, enthusiastic and solutions focused attitude.
- Commitment to personal development and ongoing learning.

Competencies

Relationship Management	Develops and nurtures key school and community relationships
Specialist Knowledge	Demonstrates high level of youth development knowledge. Can build and demonstrate a high level of competence in programme delivery.
Communication	Demonstrates effective verbal and written communication skills
Problem Solving	Can produce effective solutions to problems
Planning and Organisation	Plans activities, sets priorities and allocates resources
Personal Effectiveness	Demonstrates personal effectiveness in terms of work attitude, style and approach

Please send your CV and cover letter to tamara.elliott@dinglefoundation.org.nz by **9am 11th May 2026**.