

POSITION DESCRIPTION

Programme Facilitator - Mayor's Taskforce for Jobs (MTFJ) Community Education Programme



POSITION TITLE	Programme Facilitator – MTFJ Community Education Programme
POSITION STATUS	Fixed Term to 30 June 2026
GROUP	Community Services and Facilities
LOCATION	Carterton
REPORTS TO	Programme Lead – MTFJ Community Education Programme
DIRECT REPORTS	Nil
DELEGATED AUTHORITY	Nil

ROLE OF THE COMMUNITY SERVICES AND FACILITIES GROUP

The Community Services Group supports the delivery of the Council's Long Term Plan objectives and community wellbeing outcomes, ensuring the provision of the District's Library, Events Centre, parks, reserves as well as community activities including arts and culture, economic development, neighbourhood support, climate change action, community funding, community events, youth development and civic ceremonies.

ROLE OF THE COMMUNITY AND PARTNERSHIPS TEAM

The Community and Partnerships Team works with the community to develop and deliver the Council's community strategies, programmes, and projects that engage and empower the community, encourage social connectedness, strengthen community resilience, and deliver community wellbeing outcomes.

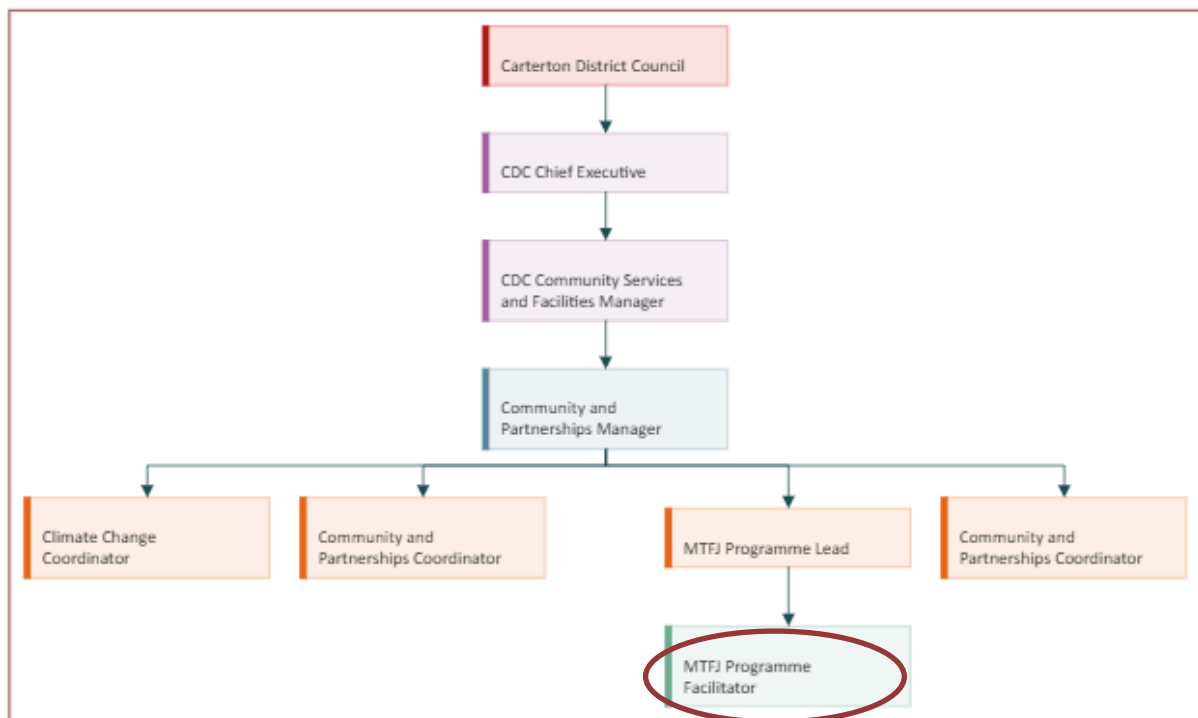
PURPOSE OF THE ROLE

The purpose of the role is to support young jobseekers to access sustainable, full-time employment opportunities by working directly with rangatahi (youth) to help them navigate their pathways to employment, and providing tailored support to build their skills, confidence, and employability.

RESPONSIBILITIES

- To work closely with rangatahi (youth) to understand their unique challenges, skills, and career aspirations, and provide tailored support and guidance to help them overcome barriers and successfully transition into employment.
- To build and maintain relationships with local employers, and facilitate the connection with jobseekers to match skills with suitable roles.

ORGANISATION CONTEXT



WORKING RELATIONSHIPS

The MTFJ Programme Facilitator reports directly to the MTFJ Programme Lead. The role has no direct reports. Additionally, the role will have contact with a number of internal and external contacts including, but not limited to:

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> Mayor and Councillors Council committees and advisory groups Executive Leadership Team and other managers and team leaders Community Services Team Other council staff 	<ul style="list-style-type: none"> Wairarapa employers, schools and training providers Iwi and mana whenua Community individuals, groups and organisations Other Local Authorities Ministry of Social Development Other Central government agencies

KEY RESULT AREAS

KEY RESULT AREAS	DELIVERABLE MEASURES
Youth Support	<ul style="list-style-type: none"> Work closely with rangatahi (youth) to understand their unique challenges, skills, and career aspirations. Provide tailored support and guidance to help rangatahi overcome barriers and successfully transition into employment. Champion rangatahi, advocate for their needs, and work to remove systemic barriers to employment and training.

KEY RESULT AREAS	DELIVERABLE MEASURES
	<ul style="list-style-type: none"> Assist rangatahi in identifying and pursuing sustainable, full-time employment opportunities through coaching, job readiness training, and career guidance. Support jobseekers in developing key employability skills such as resume writing, interview preparation, time management, and workplace communication. Provide ongoing encouragement and support to rangatahi, helping them stay motivated and focused on their employment goals, even when faced with setbacks or challenges. Keep accurate records of interactions with rangatahi and employers, monitor progress, and report on outcomes to the MTFJ Coordinator and other stakeholders. Capture youth voice to ensure representation and alignment with MTFJ and Council.
Relationships and Networks	<ul style="list-style-type: none"> Build and maintain relationships with local employers, ensuring they are aware of and open to providing opportunities for youth jobseekers. Facilitate the connection between jobseekers and employers to match skills with suitable roles. Work alongside local community organisations, schools, businesses, iwi, hapū, and social services to ensure rangatahi have access to the resources and support they need to succeed.
Health, Safety & Wellbeing	<ul style="list-style-type: none"> Actively participate in Health Safety and Wellbeing (HS&W) activities at CDC. Demonstrate your understanding of HS&W related policies and procedures. Be accountable for your actions at all times while adhering the Health and Safety at Work Act (2015). Actively raise awareness to others about HS&W in the workplace. Actively participate in safety reporting and hazard management. Demonstrate HS&W practices to colleagues.
Council Contribution	<ul style="list-style-type: none"> Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis. Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders. Act as an ambassador for Council and its services. Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori. Act within professional guidelines and Council policies at all times. Participate in Council's emergency preparation, training, and response as practicable, including working with the Emergency Operations Centre when directed. Actively participate in and contribute to performance improvement and development. Participate and contribute to management support initiatives.

KEY RESULT AREAS	DELIVERABLE MEASURES
	<ul style="list-style-type: none"> Additional tasks, duties or responsibilities as directed by the Community and Partnerships Manager.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Proven experience working with young people, especially those facing barriers to employment or training.
- Understanding of the needs, aspirations, challenges and barriers faced by young people.
- Awareness of local community networks, including iwi, hapū, and whānau, and how they can support rangatahi.
- Familiarity with vocational education, career development pathways, and the local job market.
- High level of coordination and organisational skills, with the ability to manage multiple tasks and meet deadlines.
- Proficiency in using Microsoft Office (Word, Excel, PowerPoint) and other relevant software tools (e.g., content management systems, communication platforms).
- Strong written and oral communication skills, including an ability to communicate with a wide range of diverse groups and individuals.
- Strong interpersonal skills with the ability to build trust and rapport with rangatahi, employers, and community stakeholders.
- Creative problem-solving skills to address the unique challenges youth may face in securing employment.
- Strong team player, with the ability to work closely with colleagues, employers, and other community stakeholders.
- Able to meet the requirements of the Vulnerable Childrens Act 2014, including Police vetting.
- Current full driver's licence.

COUNCIL BEHAVIOURAL COMPETENCIES

Working Co-operatively	Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.
Analysis (Problem Identification)	Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.
Judgement (Problem Solution)	Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.
Leadership (Influence)	Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.
Organisational Awareness	Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational

	problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.
Client Service Orientation	Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.
Extra-Organisational Awareness	Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors.
Work Standards	Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.
Planning And Organising	Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.
Project Planning	Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.
Integrity	Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.