



<b>POSITION:</b>	Stars Programme Co-ordinator
<b>REPORTING TO:</b>	Senior Leadership Team at Wakatipu High School (WHS) and the General Manager at Graeme Dingle Foundation Southern
<b>DIRECT REPORTS:</b>	Nil
<b>CONTRACTED HOURS</b>	20 hours/week, 44 weeks (Term time plus 1 week prior to start of each term)

#### **BACKGROUND:** Graeme Dingle Foundation

The Graeme Dingle Foundation is a leader in the field of Youth Development in New Zealand. Founded in 1995 as Project K Trust, the Graeme Dingle Foundation provides young people with the opportunity to build self-confidence and learn valuable life skills by participating in a unique development programme. Current programmes include Project K, Stars, Kiwi Can MYND and Career Navigator.

#### **PURPOSE OF THE ROLE:**

Working alongside the school to support and develop senior students (peer mentors) with their leadership skills, so that they may mentor and support new entrant Year 9 students to successfully transition to high school.

#### **KEY CHALLENGES**

- 'Best practice' programme delivery in line with the National Support Office Manuals and Policies
- Meeting the needs of a diverse range of students and community
- Relationship Management
- Time management
- Leadership Development

#### **KEY RESPONSIBILITIES**

##### **CO-ORDINATOR**

- To manage/deliver the recruitment/ facilitation/ training of potential Year 12/13 Peer Mentors and Group Leaders within the school
- To monitor each Peer Mentor and ensure they are fully supported to meet their mentoring commitments
- Facilitate a positive relationship between the mentors and the Year 9 mentees
- Manage all aspects of the Stars Programme including Adventure Camp, Community Adventure/Project and Graduation
- To act as a liaison person between the students, mentors, parents/caregivers, school, providers, Wakatipu High School (WHS) and National Support Office (NSO)

##### **GENERAL**

- Deliver Stars presentations and attend relevant functions
- Ensure all evaluation is carried out and recorded as required in programme manuals
- Provide a monthly progress update to WHS and NSO
- To assist with other duties as may be reasonably requested

## KEY RELATIONSHIPS

### Internal

- WHS Programme Manager
- Programme Development team and other relevant NSO departments

### External

- Secondary School: Senior Leadership Team (SLT), teaching staff, students, parents/caregivers
- Specialist providers
- Community

## KEY PERFORMANCE INDICATORS

- Achievement of Business Plan and Stars Programme Manual Objectives
- Positive feedback received from key stakeholders (e.g. students, school staff & liaison team, principal, parents, providers, Board of Trustees, NSO)
- Quality Assurance procedures and standards are adhered to
- Successful transition of Year 9 students to WHS
- Leadership development of Peer Mentors
- Enhancement of key aspects of the WHS Akonga Profile
- All reports and evaluation processes completed and submitted by due dates

## PERSON SPECIFICATION

### Specialist knowledge and technical skills:

- Previous experience and/or knowledge of youth development
- Previous experience, knowledge and/or qualification in training
- Experience working with schools
- Experience and skills in presenting to groups
- Experience facilitating events or activities (Adventure Based Learning) is also very desirable but not essential
- Own reliable transport and current clean driving licence

### Personal attributes:

- Motivated to work for the benefit of young people
- Effective team leader/ member and contributor
- Excellent oral and written communication skills
- Passion for working with and developing rangatahi
- Co-ordination capability
- Highly organised and a “can do” attitude
- Good understanding of diversity and cultural differences
- High personal and professional standards
- Integrity and honesty
- Enthusiasm, energy and a growth mindset
- Thorough understanding and passion for inclusive education

### Competencies:

- Relationship development: Assists to develop and nurture key internal/external relationships.
- Communication: Demonstrates effective oral and written communication skills.
- Problem Solving: Is able to produce effective solutions to problems.
- Customer Services: Puts student at the centre of decision-making.
- Personal Effectiveness: Demonstrates personal effectiveness in terms of work attitude, style and approach.