

POSITION DESCRIPTION

Te Ropu Wahine Maori Toko I te Ora | The Maori Womens Welfare League Inc



Title: Kaiwhakahaere
Location: National Headquarters, Wellington

Te Ropu Wahine Maori Toko I te Ora | The Maori Women's Welfare League ("the League") is currently seeking a Kaiwhakahaere to lead our national operations.

The League has been at the forefront of advocating for Māori women and whānau for over 70 years and this is a rare opportunity for a dynamic and motivated trailblazer who wants to make their mark in a demanding role.

This is a full-time, senior management level position, based in our national headquarters, Wellington.

Our vision	Hine Tītama te pō, Hine Tīrama te ao, ake, ake, ake.	
Our mission	Puritia ki ō tātau ake kawa, ki ō tātau mātauranga me ōna tikanga ki te hāpai i te rangatiratanga ō tēnā wahine, o tēnā wahine; o tēnā whānau, o tēnā whānau.	
Direct Reports	National President and National Vice President weekly National Executive Committee meetings National Council annually	
Key Relationships	Internal	<ul style="list-style-type: none"> – National President and National Vice President – National Executive Committee – Regional Executive Committees – Kaimahi/staff/contractors – League members – Patron
	External	<ul style="list-style-type: none"> – Funders – Accountant and Auditor – MWDI – Māori/Hapū/Iwi organisations – Indigenous bodies – Government agencies, ministerial offices – Media – General public enquiries

POSITION DESCRIPTION

The Kaiwhakahaere is the lead national operations role of Te Ropu Wahine Maori Toko I te Ora | The Maori Womens Welfare League Inc (“the League”) responsible for overseeing the national financial and operational wellbeing of the organisation.

The successful candidate will have a professional, calm, and confident disposition, be confident in Māori and non-Māori settings, and will need a high work ethic, and a broad range of skills and knowledge for our member organisation. Overseeing and managing successful completion of the consolidated audited accounts, the annual conference, annual affiliations and managing national contracts are key activities of this role.

Internally the Kaiwhakahaere supports the national executive committee, manages employed staff, liaises with members of regional executive committees, and occasionally will field enquiries directly from branch members.

Externally the Kaiwhakahaere is a crucial national navigator for the League, interacting with potential or existing League members, a range of non-government and government personnel, as well as national and international enquiries.

ESSENTIAL	<ul style="list-style-type: none"> – Proven experience in a senior management position, preferably in Māori settings to advance kaupapa for Māori women. – Outstanding operational planning and practice management capability. – Friendly positive disposition, calm under pressure. High work ethic. – Excellent relationship management skills. Establishes rapport easily with others and can de-escalate negative interpersonal conflict easily and early. – Strong fiscal management skills and knowledge, experience in budget preparation, consolidated financials, audited accounts, and financial reporting. Demonstrated success in fund raising. – A working knowledge of operating under a Constitution. – Able to demonstrate critical analysis, methodical problem resolution, creative and strategic thought processes. – Experience in human resource management. Values a positive team culture. Comfortable with delegation and shared leadership and can assist staff make sense of complexity. – Excellent time management skills. Analytical, organized, and a positive approach to managed change. – Experience in handling confidential and sensitive material and generates trust and confidence from others as a result. – Able to travel within Aotearoa when necessary to fulfil the requirements of the role e.g., annual conference. – Competent with Microsoft 365, Xero, Payroll. Embraces technology to positively assist the League’s work. – Self-reflective. Aware of own limitations and motivated towards own development. Comfortable to seek advice for sound decision making.
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PREFERRED	<ul style="list-style-type: none"> – League member – Knowledge of the workings of the League – Conversational Te Reo Māori – Familiarity with kawa and tikanga – Generalized knowledge of Te Ao Māori and Māori politics. – Can articulate the significance of Te Tiriti o Waitangi to the wellbeing of wāhine Māori and whānau.
QUALIFICATIONS	<ul style="list-style-type: none"> – Business, Management or Accounting tertiary qualification and/or extensive relevant experience in a national role. – A clean and full current driver's licence.
EXPERIENCE	<ul style="list-style-type: none"> – Problem solving and risk management experience. – Demonstrated experience of leading high performing teams for community outcomes. – Proven experience in developing strategic partnerships and provider contracting and purchasing arrangements. – Proven experience in business planning, financial management resource allocation and performance monitoring processes. – Background in systems set-up and process planning that ensures efficient performance with a focus on quality, risk management and building people capability. – An ability to lead, manage and transition people through change. – Demonstrated knowledge of implementing data systems and experienced at reporting on data.

Key Result area	Key Accountabilities
1. Operational Management, Challenges and Risks	<ul style="list-style-type: none"> – Coordinate and implement efficient national workflow activities. – Manage effective and comprehensive monitoring and support for initiatives or programmes that optimize positive results at grass roots. – Manage timely provision of operational engagement in internal and external audits and other regulatory review processes. – Implement change where needed e.g., IT systems, reporting. – Operationalise and report against the Strategic Plan. – Identify and implement opportunities for continuous improvement. – Assist and coordinate the National Executive Committee response to unexpected events e.g., Tangi. – Proactively identify and risks associated with the day-to-day operation of services, initiatives or programmes and implement risk mitigations e.g., Identify and resolve bottlenecks, resource constraints, or facility-related challenges.
2. Financial Acumen	<ul style="list-style-type: none"> – Lead management of the consolidated accounts, engaging with accounting and audit services. – Implement tax, charities, legislative, regulatory compliance activities. – Provide clear and succinct financial reports. – Adept at forecasting and revising budgets. – Competently guide optimal financial behaviours. – Competence at contract negotiation, diligent at ensuring contracts result in outcomes aligned to the League Objects. – Seek and secures new funding.
3. Workforce Management	<ul style="list-style-type: none"> – Oversee staff health and wellbeing ensuring compliance with tikanga and employment legislation. – Review staffing needs, productivity and training requirements, regularly addressing any labour-related challenges such as turnover, absenteeism, sickness, workforce capability or resource shortages. – Monitor compliance with League Employment Policies and updates policies, as necessary. – Promote professional development opportunities for staff. – Create a safe workplace.
4. Initiatives, Projects, Programmes	<ul style="list-style-type: none"> – Identify, pursue, and secure new business opportunities and contracts in line with the organisation strategic objectives including responding to tenders, proposals, and partnership opportunities – Ensure contractual milestones, timelines and outcomes are met. – Prioritise data collection and reporting, to narrate the value of our work, outcomes on the ground, and learnings.

5. Compliance, Safety and Continuous Improvement	<ul style="list-style-type: none">– Ensures the League is a fair and responsible employer and provides a healthy workplace.– Monitor project/programme compliance and supports successful completion of same.– Implements quality assurance systems, organizational policies, industry standards and compliance with the law.– Reporting is timely and comprehensive.
6. Relationships	<ul style="list-style-type: none">– Network on behalf of the League and build upon existing organizational relationships.– Secure new sustainable partnerships
7. Inventory/Asset Management	<ul style="list-style-type: none">– Maintain asset register and implements maintenance schedule– Annual review of Insurance needs and revises policies as required.– Maintain a register of taonga held in the National headquarters– Manage merchandise inventory and sales.
8. Technology & Reporting Systems	<ul style="list-style-type: none">– Review and implement required system upgrades, including training on recent technologies to support operations, and/or addresses integration issues.– Negotiate optimal service contracts on behalf of the League.– Promote innovative technology that is cost effective and beneficial to the League’s work.
