

POSITION DESCRIPTION

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



Title: Project Lead

Reports to: Kaiwhakahaere

Location: National Headquarters, Wellington

Te Ropu Wahine Māori Toko I te Ora | The Māori Women's Welfare League ("the League") is currently seeking a Project Lead to support our national operations.

The League has been at the forefront of advocating for Māori women and whānau for over 70 years with branches established throughout Aotearoa New Zealand. Its focus is on supporting Māori women and advocating for improvements in public service and policies affecting Māori communities. The League has become a vital force in shaping government policy and delivering practical support, such as community health initiatives, educational campaigns and family services.

Our vision	Hine Titama 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 Report	The Kaiwhakahaere, National Headquarters	
Key Relationships	Internal	<ul style="list-style-type: none">- Kaiwhakahaere- National President and National Vice President- National Executive Committee- Regional Executive Committees- Kaimahi/staff/contractors
	External	<ul style="list-style-type: none">- Funders- Accountant and Auditor- External Accreditation Agencies- Health and Safety Regulators and Trainers

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Reporting to the Kaiwhakahaere the Project Lead will play a key role in strengthening the League's capability. This role supports kaimahi to reach their full potential through professional development, ensuring compliance with the standards required to manage contracts, health and safety requirements and the management and protection of historical archives.

Key Result area	Key Accountabilities
1. Professional Development	<ul style="list-style-type: none">– Work with kaimahi to plan, support and monitor individual and collective professional development.– Provide oversight and guidance on the Oranga Tamariki accreditation process, ensuring standards are met and maintained. Work alongside Systems Lead.– Track progress on staff development programmes and report on outcomes achieved.
2. Archives Oversight	<ul style="list-style-type: none">– Oversee the management and care of the League's Archive management, ensuring they are preserved, organized and accessible.– Maintain accurate records and provide regular reports on the condition, use and accessibility of the archives.– Develop a system to digitize archives to make them more accessible to present and future League Members.– Build partnerships with organization's who store archival material to understand best practice.
3. Health & Safety Training and Compliance	<ul style="list-style-type: none">– Lead and support regional development in health and safety practices and compliance with regulations.– Coordinate and deliver training in first aid and other essential safety practices.– Monitor, evaluate and report on compliance and progress with regional branches.– Manage timely provision of operational engagement in internal and external audits and other regulatory review processes.
4. Relationship Management	<ul style="list-style-type: none">– Build and maintain strong working relationships with external partners, suppliers and funders.– Always reflects the values of the League both internally and externally in all exchanges.

5. Technology

- Uses innovative technology that is cost effective and beneficial to the League's work.

ESSENTIAL	<ul style="list-style-type: none">- Project management knowledge – understanding project management methodologies, planning, budgeting and risk identification.- Knowledge of project management software and other relevant tools,- Ability to analyse situations, identify issues and develop solutions.- Experience in professional development planning and delivery.- Knowledge of accreditation and compliance processes (experience with OT accreditation preferred)- Strong understanding of health and safety regulations and requirements, including first aid.- Organisational skills to manage multiple workstream, including archival care.- Friendly positive disposition, calm under pressure and high work ethic.- Excellent relationship management skills. Establishes rapport easily with others and can de-escalate negative interpersonal conflict easily and early.- Excellent communicator.- Knowledge and experience in budget preparation- A working knowledge of operating under a Constitution. <p>Able to travel within Aotearoa when necessary to fulfil the requirements of the role e.g., annual conference.</p> <ul style="list-style-type: none">- Competent with Microsoft 365, Outlook, Teams, Zoom. 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.
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- General 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">- A bachelor's degree in a relevant field, and industry-specific experience are beneficial or professional certifications from bodies like the Project Management Institute eg PRINCE2, CAPM or PMP- A clean and full current driver's license.