

POSITION DESCRIPTION

February 2006

Title New Settlers Centre Coordinator

Reports to Chair, New Settlers Centre Trust

Conditions General terms, conditions & practices of employment apply

Purpose of Position The NSC Coordinator is responsible for the operation of the New Settlers Centre to deliver advice and support for new settlers in the Hutt Valley (Lower and Upper Hutt within the local authorities boundaries)

Centre Mission Statement: *A place where new settlers can find help, information and access to services that enable them to become part of the Hutt Valley.*

Key Results / Outcomes

- Ensure the delivery of services to all eligible recipients via appropriate agencies (resident or visiting)
- Look at how the delivery of services can be improved for New Settlers via all appropriate agencies both Government and Non-Government
- Maintain good communication / relationships with the New Settlers Centre tenants currently RMS, ESOL, WEA, Budget Services and CAB individually and collectively (via organised meetings)
- Plan, Coordinate / Deliver a programme of social events that will ensure the centre has a high profile with all new settlers
- Be involved in a consultative process that will enable the Centres effectiveness and efficiency to be measured
- Maintain a close relationship with the HCC Community Development Group especially the Settlement Support Coordinator
- Liaise with the HCC Property Group as necessary to ensure the building and signage is maintained to a high standard
- Ensure those spaces in the building controlled by the Trust are kept in a tidy and presentable condition
- Meet financial targets and be proactive in seeking funding from appropriate organisations
- Maintain a dialogue with other centres around New Zealand
- Attend Board of Trustee meetings and provide reports to the Trust as programmed and/or requested
- Other duties as requested and agreed to

Competencies / Person Specification

Qualifications

- A relevant qualification in management or proven experience and/or a professional qualification relevant to the position. Experience in a similar field an advantage
- Drivers licence

Experience

- Demonstrated experience with people of other ethnicities
- Proven track record of leading and/or managing staff
- Experience in the “Not For Profit” sector is desirable
 - preferably in Social Services
- Organisation and financial management skills, operational planning, lease and asset management

Knowledge / Skills

- Working knowledge and/or experience in the refugee and migrant sector
- Demonstrated knowledge and a commitment to biculturalism
- Excellent interpersonal skills
- Ability to develop high quality relationships with internal and external stakeholders
- Creative and effective planner

Personal Attributes

- An alignment with “Friends of New Settlers” values: respect for others; a community that welcomes all; to assist those who are less fortunate than ourselves
- Effective motivator and leader
- Sensitive to the needs of people from different backgrounds
- Self-starter with a “can do” attitude

Internal Relationships

Regional Coordinator – Refugee Resettlement
Manager – ESOL Home Tutor Service
Coordinator – Citizens Advice Bureau
Coordinator – WEA
Budget Advice Service

External Relationships

- Hutt City Council – Community Development Group
- Upper Hutt City Council – Community Development Group
- Hutt City Council – Property Division

Government Agencies

- Ministry of Social Development – WINZ
- Housing New Zealand Corporation
- Ministry of Education
- Accident Compensation Corporation
- Dept. of Internal Affairs – Office of Ethnic Affairs
- Dept. of Labour – Immigration Service
- Police

Non Government Agencies

- Hutt Valley District Health Board
- Volunteer Hutt
- MCLaSS ESOL Assessment and Access Specialist
- Community Law Office
- RAS – Refugees as Survivors
- Wellington Community Interpreting Service