



TE RARAWA

TE RARAWA ANGA MUA JOB OUTLINE

(for provision to interested applicants, internal & external)

ROLE DETAILS	
TŪRANGA MAHI JOB TITLE	Tai Pirere Whānau Learning Engagement
PORTFOLIO	Tātai Whetū - Te Reo Manawa
WHAKATAU KI REPORTS TO	<ul style="list-style-type: none">In the first instance, Tai Tua, Tātai Whetū Portfolio LeadOverall to Tai Niwhaniwha General Manager
PŪTAKE TŪRANGA ROLE PURPOSE	<p>This role walks alongside whānau, acting as a navigator and guide for the Ngā Manu Mātauranga kaupapa. The role involves intensive engagement, facilitating wānanga, and connecting whānau with the resources they need to thrive, ultimately leading to improved learning engagement for their tamariki.</p> <p>Provide frontline, culturally grounded support to ākonga and whānau experiencing challenges with learning engagement. This role is essential for building trusting relationships, identifying and removing barriers to learning, and empowering whānau to re-engage with education on their own terms.</p>
WĀ ROANGA TERM <ul style="list-style-type: none">Type of employmentHours & days of workSalary range per annum (gross)Start DateTrial period	<p>Permanent, full time, individual employment agreement</p> <p>37.5 hours per week, Monday to Friday, between the hours of 8.30am to 5pm (flexible) to best meet the needs of the role, the employer and the employee</p> <p>\$60k-\$68k gross per annum, to be negotiated based on skills and experience</p> <p>Monday 17 November 2025 - subject to satisfactory police vetting results</p> <p>90-days</p>
WĀHI MAHI WORK LOCATION	16 Matthews Avenue, Kaitaia with extensive travel within a designated zone of the Kaitaia catchment
MĀNGAI PŪTEA FINANCIAL DELEGATION	Nil
DIRECT REPORTS	Nil
WORKING CONDITIONS	<p>Physical demands</p> <p>Driving for extended periods, navigating rural properties. Emotionally demanding work requiring high levels of resilience</p> <p>Work environment</p> <p>A mix of office-based work, extensive fieldwork (home visits, school meetings), and remote work from a vehicle</p> <p>Travel requirements</p> <p>High level of daily travel within the assigned zone of the Kaitaia catchment is a core requirement</p>
INTERPERSONAL RELATIONSHIPS	<p>Internal</p> <ul style="list-style-type: none">Tai Tua Portfolio Lead, Tai Niwhaniwha, Te Rarawa Anga Mua Kaimahi, in particular the Whānau Learning Engagement Kaimahi, Tai Oro Business Analyst, Ngā Manu Mātauranga Administrator, KaumatuaTe Rūnanga o Te Rarawa Kaimahi <p><i>For supervision, collaboration, case reviews, peer support, cultural guidance</i></p> <p>External</p> <ul style="list-style-type: none">Ministry of Education Contract ManagerWhānau whānui, ākongaSchool Principals/Tumuaki, Teachers, Resource Teachers: Learning & Behaviour (RTLBs), Special Education Needs Coordinators (SENCOs), social service agencies, Ministry of Education (MOE) staff <p><i>For building trust, advocacy, case conferencing, coordinated support planning</i></p> <p>Hui</p> <p>Weekly team hui, supervision hui, school pastoral care hui, multi-agency meetings, wānanga</p>



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	Clients of this role Ākonga (children/youth) and their whānau
DECISION-MAKING & PROBLEM-SOLVING	Level of autonomy High autonomy in day-to-day engagement with whānau. Complex case decisions, significant financial requests, or high-risk situations must be discussed with the Tai Tua Types of decisions made How to best engage a reluctant whānau; what support is needed to remove a specific barrier; when to escalate a safety concern Common challenges Navigating whānau resistance due to distrust of services; managing complex inter-agency dynamics; addressing immediate crises (e.g., housing, food) before learning can be addressed
DELEGATED AUTHORITY	Can make applications to the Unmet Basic Needs Fund on behalf of whānau
RESOURCES	To ensure the Tai Pirere Whānau Learning Engagement can carry out their role effectively, the following resources and software will be allocated: <ul style="list-style-type: none"> Laptop and mobile phone Ministry of Education's Case Management System (CMS) Microsoft 365 (Teams, Outlook, Word)

TE RARAWA ANGA MUA CHARITABLE TRUST

Te Rarawa Anga Mua is a wholly owned subsidiary of Te Rūnanga o Te Rarawa. Te Rarawa Anga Mua was established through the Te Rarawa Treaty settlement legislation.

Te Rarawa Anga Mua has been established as a Social Development Trust to support the inter-generational development of Te Rarawa whānau, hapū and iwi. Te Rarawa Anga Mua is focused on advancing social, environmental, cultural and economic well-being. The Te Rarawa Anga Mua Board has five Trustees.

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O TĀTOU WHAINGA OUR VISION	Ko ngā whānui o Te Rarawa, kei te tūhaka ki tō rātou tuāriki tangata, kei te piri pūmau ki tō rātou marae, kei te mau tonu te manawa ki ngā mahi awhina. <i>Te Rarawa whānau strong in their identity, active with their marae, and making a contribution.</i>
O TĀTOU KAUPAPA OUR MISSION	Ko Te Rūnanga o Te Rarawa te kaiarataki kia ārahina ngā hapū a iwi ki te kaiwhakamanawa i tō mātou mana whenua, mana tangata, me ngā rangatiratanga i raro i te whakatōpūtanga o Te Rarawa whānui, whānau, hapū, iwi. <i>To provide the means for hapū and marae to develop their resources within each rohe, to enhance the wellbeing of all Te Rarawa.</i>

KEY RESULT AREA	KEY ACTIONS	EXPECTED OUTCOMES
Collaboration & Principles	<ul style="list-style-type: none"> Conduct yourself in a way that upholds the mana of Te Rarawa Anga Mua recognising that your actions impact widely in the rohe. Ensure culturally, and linguistically diverse populations are supported in a culturally appropriate manner. Be mindful of institutional racism and proactively seek to minimise barriers to access services, programmes and supports. 	<ul style="list-style-type: none"> All programmes and services within the portfolio are designed and delivered in alignment with the principles of the Dynamics of Whanaungatanga me Te Tiriti o Waitangi.



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Te Tiriti o Waitangi	<ul style="list-style-type: none"> Build and maintain strong relationships with Māori communities, incorporating their perspectives and needs into programme design, planning and implementation to ensure culturally responsive service delivery. Foster a team environment that values and promotes cultural competence, ensuring that Kaimahi are trained and knowledgeable about Te Tiriti o Waitangi and its implications for social services work. 	<ul style="list-style-type: none"> Equity and respecting the rights of Māori is upheld at all times.
Mana o Te Rarawa	<ul style="list-style-type: none"> Uphold the mana of Te Rarawa in all activities, engagements and interactions with all stakeholders. Preserve and promote Te Reo o Te Rarawa including its cultural heritage. Increase participation in cultural activities and events through Te Rarawa Anga Mua programmes. Integrate cultural values and practices in day-to-day operations. Ensure all programme activities and events are held on either Marae or ngā kura Māori within Te Rarawa, Te Hiku o Te Ika and/or Te Tai Tokerau rohe, where practicable. 	<ul style="list-style-type: none"> Mana of Te Rarawa upheld, cultural heritage preserved and promoted. Participation in programmes is increased and evidenced. Programme activity records demonstrate delivery held on Marae or ngā kura Māori.
Health, Safety & Wellbeing	<ul style="list-style-type: none"> Take responsibility for your own health, safety and wellbeing. Actively contribute to a culture of wellbeing across Te Rarawa Anga Mua services and programmes, and the Mana Ake network. Ensure no action or inaction on your part endangers anyone else you work with. Be familiar with relevant health and safety policies and procedures of Te Rarawa Anga Mua and the environments you work in. Promote a safe and physical environment for all our people and whānau. 	<ul style="list-style-type: none"> Carry out all actions in a responsible, safe and healthy manner, as guided by health and safety policies and procedures.
Whānau Engagement & Whanaungatanga	<ul style="list-style-type: none"> Build trusting relationships through kanohi ki te kanohi home visits. Co-design and implement Learning Engagement Plans using frameworks like Te Whare Tapa Rima. Advocate for whānau within school systems and other agencies. 	<ul style="list-style-type: none"> Whānau feel supported, heard, and empowered. Clear, whānau-led plans are in place and actively worked on. Barriers to learning engagement are identified and progressively reduced.
Wānanga Delivery	<ul style="list-style-type: none"> Support the planning and facilitation of the three-stage Wānanga series. Create a culturally safe and engaging environment. Support the Kaumātua in upholding tikanga. 	<ul style="list-style-type: none"> Whānau actively engage in the Wānanga series. Whānau report increased connection, confidence, and wellbeing.
Stakeholder Collaboration	<ul style="list-style-type: none"> Establish strong, collaborative relationships with schools and support agencies within the assigned zone. Attend school pastoral care meetings and multi-agency forums. 	<ul style="list-style-type: none"> A seamless, coordinated support network is in place for whānau. Schools and agencies view TRAM as a trusted and effective partner.



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Reporting & Administration	<ul style="list-style-type: none">Maintain accurate, timely case notes in the Ministry's Case Management System (CMS).Administer applications for the Unmet Basic Needs Fund.	<ul style="list-style-type: none">All contractual reporting requirements are met.Data accurately reflects the mahi and journey of the whānau.
Percentage of time spent on each result area (approximately): 1. Whānau Engagement: 40% 2. Stakeholder Collaboration: 20% 3. Wānanga Delivery: 15% 4. Reporting & Admin: 25%		
JOB SPECIFIC COMPETENCIES		
<p>Te Rarawa has adapted the Dynamics of Whanaungatanga - Social Practice Framework to support all employees in their role and function. It highlights key competencies like tika, pono, and aroha as the cornerstone to 'Address, Restore, and Enhance the Tapu of Tangata so they have their Mana to achieve their Goals in Life.'</p> <p>The framework encourages meaningful collaboration and cultural sensitivity, aiming to empower organisations and individuals to support Māori wellbeing and cultural revitalisation. It guides the creation of inclusive environments and equitable outcomes across Aotearoa. Behavioural expectations align with our values, mission, behaviours, and Code of Conduct of all Kaimahi. To succeed in your role, you will need to demonstrate the behaviours and attitudes as described.</p>		
TECHNICAL AND SPECIALIST CAPABILITIES		
EXPERTISE, KNOWLEDGE & SKILLS	<ul style="list-style-type: none">A qualification in social work, youth work, community health, or a related field is desirable.Deep understanding of Te Ao Māori, tikanga, and local community dynamics. Knowledge of the education and social service sectors. Understanding of the impacts of colonisation, poverty, and intergenerational trauma.Deeply connected to the local community, lives within or near the designated zone, known for integrity and aroha, self-aware, courageous advocate.Case management, advocacy, proficient in Microsoft 365, ability to learn and use the Ministry's CMS.Exceptional interpersonal skills, empathy, resilience, active listening, relationship building, conflict resolution.Current full driver's license.	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">Critical Thinking: Demonstrate a keen ability to analyse complex situations, assess varying perspectives, and formulate well-informed decisions.Problem Solving: Ability to challenge with creativity and persistence, adept at identifying root causes and implementing effective solutions.Innovation/ Curiosity: Shows a natural thirst for knowledge, actively seeks to explore innovative ideas, and embraces opportunities for continuous learning.Resilient: Maintains composure and adaptability in the face of adversity, demonstrates perseverance and a steadfast commitment to overcoming obstacles.Self-aware and agile: Shows a deep understanding of personal strengths and areas for growth, capable of swiftly adjusting strategies to meet evolving circumstances.Honest and courageous: Exemplifies integrity and transparency in all interactions, unafraid to uphold principles and make tough decisions with integrity.	
APPLICATION PROCESS		
<p>Please send your cover letter & CV to mahi@terarawa.co.nz</p> <p>Please provide details for two current referees, including at least one who you currently report to or have reported to directly. By submitting this application, you confirm that you have notified your referees and obtained their consent for us to contact them.</p>		
Applications close: Monday 20 October 2025, 8.30am		Interviews held: Tuesday 28 to Thursday 30 October 2025