

Senior Project Coordinator

Position Description

Le Va (legal name Pacific Inc Limited) is New Zealand's national Pacific wellbeing non-government organisation within the Wise Group. Our purpose is to support Pasifika people reach their full potential so that our families and communities are flourishing. Our approach is holistic: we believe health encompasses mental, physical, social and spiritual wellbeing. Our portfolio supports this perspective, encompassing mental health, addictions, disability, public health, suicide prevention, violence prevention, and cultural competency programmes.

Le Va is a Peak Performing organisation. Peak Performance is about enabling individuals and organisations to continuously exceed their best in the pursuit of an inspiring purpose. It's a journey not a destination and it's about becoming the best we can be.

Reporting to Senior Manager, Suicide Prevention - Pacific, this exciting role is an important part of our future. Contributing to New Zealand's national Pasifika suicide prevention programme.

Responsibilities

As Senior Project Coordinator, you are a vital part of Le Va's *FLO: Pasifika for Life (FLO)* suicide prevention programme. The primary function of this role is to support the Senior Manager and team to develop and deliver suicide prevention activity within Le Va relating to the *FLO* programme. For the Senior Project Coordinator, this means leading specific projects and meeting the required performance standard.

It is expected that all projects are evidence-informed, high quality, follow best practice standards, are within budget, on time, and are evaluated - particularly to meet the needs of Pasifika families and communities in New Zealand.

You will have the skills, knowledge and experience to independently manage specific projects, facilitate education and training, and effectively engage Pasifika communities. You will also be passionate about reducing suicide within Pasifika communities in New Zealand.

- ✕ Utilise Project Management tools and skills to ensure project deliverables are achieved to time, within budget and appropriate project financial reporting is provided.
- ✕ Role model leadership, professionalism and cultural competence, including building and maintaining effective working relationships, contributing to team culture, and discipline to complete projects on time.



- ✘ Prudently manage organisational resources (including financial and time of other staff) & abide by delegations, regulations and relevant laws (e.g. health and safety, privacy act, etc.).
- ✘ Ensure that Le Va's peak performing purpose is evidenced in all Le Va's work, communications and contributes to team culture and top challenges.
- ✘ Provide a 100 day game plan quarterly to your line manager for approval and review
- ✘ Represent Le Va at sector events and meetings in a professional and well-prepared manner as and when required.
- ✘ Engage staff of Wise Management Services to effectively and efficiently deliver projects and services of the highest standard – such as the Communications Manager, and administrative support (e.g. front-desk receptionists).
- ✘ Develop and implement communications plans to a high standard, ensuring external and internal communications are within Le Va's communications style, including government reporting, social media and e-learning.
- ✘ Contribute to Le Va's social media platforms and online presence, including website, monthly e-newsletters and weekly social media posts.

Lead specific projects within Le Va's *FLO: Pasifika for Life* suicide prevention programme. Specific responsibilities include (but are not limited to) the following:

- ✘ Contribute to developing and delivering a detailed annual workplan, achieving required performance standards on time and within budget.
- ✘ Lead the design and delivery of relevant resources, training, education, and tools required to effectively deliver on performance standards.
- ✘ Engage key stakeholder and relevant community leadership to co-design and support implementation of education, training, resources and tools.
- ✘ Ensure the right technical and content expertise is engaged in the design and delivery of all work to ensure projects are evidence-informed, high quality and follow best practice standards.
- ✘ Develop and manage key relationships with community leadership, young people, organizations and groups.
- ✘ Lead facilitation of community fono, education and training workshops and programmes
- ✘ Contribute to the evaluation and measurement of all projects and programmes of work





- ✕ Identify any areas of risk and communicate to the CEO or appropriate Senior Management, with appropriate mitigation strategies developed and implemented as required.
- ✕ Provide monthly and quarterly project reporting, for funders, Le Va board or the Chief Executive, as requested and reviewed by Le Va's Senior Leadership Team.

Attributes

We're looking for a leader who is driven and passionate about preventing suicide, about young people, and ultimately, ensuring Pasifika families and communities reach their full potential. They also need to be:

A Critical thinker

In the face of complexity, has excellence in thought. The application of clear, rational, logical thinking to problem solving, applies empathic assessment and analysis, formulating solutions and independently trouble shooting risk and errors.

An Achiever

You perform at an optimal level, both mentally and physically.

Energising

Inspiring others with energy, enthusiasm and motivation to act. You have a positive mental approach and 'can do' attitude to all aspects of life.

A Connector

Champion collaboration to achieve collective goals by working together. This is demonstrated by taking a win-win approach, thinking beyond yourself and taking opportunities to help others. You also bring people, groups and organisations together.

Requirements

Essential

- ✕ Group facilitation and/or teaching experience and skills
- ✕ An in-depth understanding of Pasifika culture
- ✕ Experience engaging and working alongside Pasifika young people and families
- ✕ Excellent verbal communication and writing skills
- ✕ Relevant degree level qualification
- ✕ The ability to engage with others at all levels, both internally and externally, requiring good self-awareness to positively influence outcomes



- ✘ A critical thinker that demonstrates inquisitiveness and alertness
- ✘ Ability to design and monitor systems and processes
- ✘ A high level of computer literacy with the confidence and ability to utilise computers and related technology: Proficient use of Microsoft Office applications such as MS Word, MS Excel, and MS PowerPoint.
- ✘ Demonstrable practice of the Treaty of Waitangi principles
- ✘ Excellent time-management skills
- ✘ Current full, clean New Zealand driver's license and flexibility to travel nationally with ease
- ✘ Flexibility to travel and deliver training across Aotearoa New Zealand
- ✘ An ability to utilise project management tools and skills to ensure project deliverables are achieved to time, within budget and appropriate project financial reporting is provided.

Preferred

- ✘ Fluency in a Pasifika language
- ✘ E-learning and teaching expertise
- ✘ Suicide prevention, mental health and/or well-being expertise
- ✘ Relevant Post-Graduate Tertiary Qualification
- ✘ Connections to community, non-profit or social sectors
- ✘ Experience with design of workshop and programme evaluation measures
- ✘ Social media literacy

