

Senior Project Coordinator

Position Description

LifeKeepers is Aotearoa New Zealand's national suicide prevention training programme designed to equip New Zealanders with the knowledge, skills and confidence to prevent suicide from within their communities.

Reporting to *LifeKeepers* Suicide Prevention Senior Manager, you will be responsible for leading and managing the promotion, coordination and delivery of the *LifeKeepers* - national suicide prevention training programme, with a particular focus on being responsive to whānau Māori, hapū and iwi through delivery of *Mana Akiaki – LifeKeepers for Māori*.

Specific Responsibilities

As Senior Project Coordinator, you are a vital part of the *LifeKeepers* team. You will have the skills to manage and support the development and delivery of the *LifeKeepers* national suicide prevention training programme demonstrating best practice and quality assurance, in a way that is clinically safe and culturally robust - particularly to meet the needs of Māori communities in Aotearoa New Zealand.

Team fit is important for our small but high performing team, as is key stakeholder engagement - so working with others, across cultures and as a team player is essential.

Specific responsibilities include (but are not limited to) the following:

- ✕ Co-lead the coordination, development and maintenance of *LifeKeepers* national suicide prevention training programme and all learning modalities (workshops, e-Learning, webinars), ensuring evidence-informed, high quality and best practice standards
- ✕ Co-facilitate the delivery of *Mana Akiaki – LifeKeepers for Māori* and *LifeKeepers* face-to-face workshops throughout Aotearoa New Zealand
- ✕ Manage and maintain operational relationships with Le Va's partners and key suicide prevention stakeholders and organisations including advisory groups and strategic partners
- ✕ Ensure clinical safety in all aspects of work including training development, delivery, promotions, and communications
- ✕ Ensure all work is culturally safe and is responsive to the needs of priority audiences, particularly effective engagement with Māori whānau, hapū and iwi



- ✘ 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
- ✘ Utilise project management tools and knowledge to ensure project deliverables are achieved to time, within budget (in accordance with delegated authority), and appropriate project reporting is provided
- ✘ Areas of risk are identified and communicated to Senior Manager with appropriate mitigation strategies developed as required
- ✘ Actively participate in weekly team meetings and support team and senior leadership decision making
- ✘ Implement *LifeKeepers'* communications and marketing plan to a high standard, effectively promote training programmes to key audiences, and ensuring external and internal communications are within Le Va's communications style, including government reporting, social media and e-Learning
- ✘ Use known education principles in facilitation and stay up to date with new training methods and techniques
- ✘ Undertake other duties and responsibilities such as working across Le Va's programmes as required and directed by line management
- ✘ Be committed to safety and wellbeing by following the Wise Group policies.

Attributes

We're looking for a leader who is driven and passionate about preventing suicide through the upskilling of our Aotearoa New Zealand communities. They also need to be:

A Communicator

Demonstrable communication skills and love to work collectively with others. People feel heard when talking with you and your super-power is translating complex information into information that is easily understood in an accessible way.

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 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.

Foresightful

Intuition to anticipate changing conditions and the agility to adjust and flourish in complex situations.

Highly Organised

You are known as a highly organised person, with great planning skills and are magic at coordinating people.

Requirements

Essential

- ✘ High level of understanding of Māori culture, values, political and structural systems
- ✘ Knowledge and commitment to taha Māori me ona tikanga
- ✘ Intermediate to advanced te reo Māori
- ✘ Demonstrable practice of te Tiriti o Waitangi principles
- ✘ Strong value base that supports inclusive ways of working with people from other cultural groups
- ✘ Engaging and respectful training facilitator
- ✘ Excellent communication and relational skills
- ✘ Emotionally intelligent – attuned to the needs of others and ability to adjust own approach to meet these needs
- ✘ Display Manaana within the community
- ✘ A critical thinker and problem solver who demonstrates inquisitiveness and alertness
- ✘ Ability to design and monitor systems and processes
- ✘ Proven operations and/or demonstrable project management
- ✘ A willing and fast learner
- ✘ Must be a team contributor with the flexibility and willingness to support other teams with programme delivery and training facilitation
- ✘ High level of computer literacy with the confidence and ability to utilise computers and related technology
- ✘ Ability to travel throughout Aotearoa New Zealand by plane and car

Preferred

- ✘ Experience working with Pasifika communities
- ✘ Solid standing within Māori community
- ✘ Strong existing proactive relationships with Māori networks
- ✘ Experience in education and training roles
- ✘ Mental health, addiction, wellbeing and/or suicide prevention expertise
- ✘ Relevant Tertiary Qualification
- ✘ E-Learning and teaching expertise
- ✘ Knowledge or experience with contract management/ procurement
- ✘ Quality assurance in education expertise

