



Strategy and Community Manager

Job Description

Reporting to: CEO

Time Commitment: Full-time preferred, but negotiable

Employment type: Permanent

Applications closing date: Monday, 17th June 2019

Interviews to be held in the week of June 24th

Start date: ASAP, Negotiable

Role Purpose

The purpose of this role is to support the CEO in running the Ako Mātātupu: Teach First NZ Charitable Trust as we scale our work and seek to grow our impact with and for young people in Aotearoa, particularly in regards to our growing community of programme alumni and allies. A significant portfolio held by the Strategy and Community Manager will be the Kairapu Portfolio: facilitating relationships, connection opportunities, events, and programmes that will build the capacity of our alumni and allies as disruptors of inequities. At all times you will be the 'champion' of the needs and aspirations of our Kairapu (alumni and allies). You will also be called upon to work closely with the CEO on special projects, as well as lead operational elements such as office management. You will work closely, with direction from the CEO, with staff team members from the Programme and Recruitment Teams to bring out the best in their work with and for young people and education in Aotearoa New Zealand.

About Ako Mātātupu: Teach First NZ

We believe that every child should have what they need to fulfil their life's potential; we exist to help make that a reality in Aotearoa New Zealand. Ako Mātātupu: Teach First NZ is an independent charitable trust (Reg. no. CC46327). We work to disrupt the inequities that exist in Aotearoa which mean that, unfairly, some children are significantly less able to fulfil their potential than others.

We do this by supporting outstanding people to address the causes of educational inequality which exist both within and beyond school. Specifically, we help people to grow as teachers and education leaders, so that they can make a difference for children at a classroom, school and system-level.

We are well known for our flagship programme, which is a unique, two-year, employment-based, teaching and education leadership experience for which we recruit outstanding individuals with a commitment to achieving equity for young people. During the programme, our 'Participants' work in a school serving a low-income community somewhere in New Zealand whilst they complete a Masters degree, teaching

qualification and leadership development. Our theory of change is that these Participants will not only be equipped as excellent teachers, but will also go on to disrupt inequities in manifold ways across their lives as Kairapu, or *seekers*.

About Kairapu

Ko te kairapu ko ia te kite. They who seek shall find.

“We do not conceive of ourselves simply as alumni of a teaching programme, but as Kairapu: active seekers engaged in a lifelong journey, puzzling, trialing and collaborating our way to equity and social justice for all young people. Most of us work in schools as leaders of learning, leaders of subject departments, or pastoral leaders. Alternatively, some of us now work in academia, policy, or the not-for-profit space. We need a centralised person that is there to advocate and plan for our development as leaders in a variety of spheres.”

Details of the role

The Strategy Manager will have a number of responsibilities, as well as being expected to take on a range of tasks outlined and delegated by the CEO. Likely to include, but not limited to:

1. Kairapu Management, leading the development of alumni and aligned allies’ capacity as change-makers and disruptors of inequity in schools and beyond.

- Regularly meeting with individual and regional groups of Kairapu
- Encouraging and empowering Kairapu to start or maintain projects that support our shared vision, including marketing opportunities and assessing applications for tailored project support
- Collecting and analysing data to find trends in Kairapu needs and aspirations for their careers and communities, for instance through surveying or talanoa
- Planning and running events and programmes that build Kairapu connection and development
- Telling the Kairapu story and mobilising the staff team around Kairapu needs
- Scoping and planning distinct Kairapu Pathways, for instance School Leaders Pathway, Social Enterprise Pathway, etc.

2. Strategic and operational Management, supporting the CEO in running the Ako Mātātupu: Teach First NZ charity:

- Supporting team members of the team in goal setting, planning and budgeting, with guidance from the CEO
- Supporting the CEO in the coordination and delivery of cross-organisational streams of work, such as performance management, budgeting, strategic and operational planning
- Supporting the CEO with arrangements for e.g. travel, internal and external meetings, collation of information and data, liaising with the Board of Trustees etc.
- With the CEO, reviewing and planning for evolution of the office space to meet the changing needs of the team, inc. supporting team members to work remotely and creating a ‘home’ for our growing whānau
- Developing processes for and overseeing the effective running of the head office

3. Lead special projects as they emerge. At the direction of the CEO, taking responsibility for the development and delivery of short-term or new streams of work, including scoping, planning and evaluation.

Who we are looking for:

This is a great opportunity for a highly motivated individual to join our committed and fun team. We're looking for someone who shares a deep connection to our purpose as an organisation and whānau, and who is keen to learn new skills and grow their understanding of inequities and how to address them in Aotearoa New Zealand.

You'll need to have really strong organisation skills, be a strategic thinker, and be an excellent communicator who can take others on a journey. You'll be expected to get stuck in and work closely with the team, and get to know our Board, participants and alumni, and the schools and communities we serve. We want someone who is committed to practising excellence in all that they do, who is relationship-focussed and who will throw themselves into the broad range of tasks and areas of our work as needed. You'll need to be able to influence others, be great at building relationships, and adept at managing your time effectively.

About you

This is a purpose and values-driven position so we are keen to find the right person, regardless of experience. You might have been through our flagship programme and be a Kairapu yourself. Alternatively you might have had previous experience in operations, consultancy or in other fields, or be fresh from your studies.

If you like the sound of this challenge, and think you might be the person we're looking for, we'd love to tell you more about the role and about our network.