

Rangatahi/Youth Team Lead

Job Purpose

The Community Department's vision is to support the Kiwiburn community to become more radically inclusive and remove barriers so that everyone can participate and feel accepted as part of the community we love. We want to elevate the needs of marginalised people within the community and organisation. We want to strengthen cohesiveness and enable the community in ways that improve connectedness and inclusion.

The Rangatahi/Youth Team exists to advocate for inclusive practices related to young people (primarily those aged 16-25). The Rangatahi Team Lead leads and supports the Rangatahi Team.

Key Responsibilities

Team specific responsibilities

- Develop a work plan for the Rangatahi team.
- Help to develop and maintain up to date Community Department policies and processes with a rangatahi lens.
- Liaise with the Kiwiburn community with a focus on rangatahi, connecting individuals to resources and assessing what we can do to improve the radical inclusion of Kiwiburn related to rangatahi.
- Support other departments and community members (including theme camps and event organisers) to improve the inclusivity of their practices related to rangatahi.
- Be available and responsive regularly year-round via email and Slack, or ensure there is adequate cover when unavailable.
- Contribute to wider Community Department projects as appropriate.
- Write the annual Afterburn report for the Rangatahi team within the month following Kiwiburn.

Team leadership

- Lead and support your team in achieving their goals for the annual Kiwiburn event.
- Create a collaborative and inclusive team culture where people are inspired to contribute and make a difference for the Kiwiburn community.
- Implement a tuakana-teina support model within your team or contribute to implementing this across the wider department.
- Communicate and consult with your team, and wider Kiwiburn teams as appropriate, on any key decisions that affect them.

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- Support annual team planning and Kiwiburn event planning.
 - Ensure your team members are responsive and meet deadlines and key deliverables.
 - Regularly review and improve Rangatahi Team practices with your team.
 - Support the onboarding of new members into the Rangatahi Team alongside the Volunteer team.
 - Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).

Working Relationships

- Members of the Rangatahi Team (your direct reports, if applicable)
- Rangatahi Team 2iC (if appropriate)
- Community Dept Team Leads
- Community Dept Facilitator
- Community Dept Facilitator 2iC
- Kiwiburn community
- Other Kiwiburn teams
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Time Commitment

- **Year round 2-5 hours per week** increasing in December and January
- **On site 5-10 hours (flexible)**

Necessary Qualities, Knowledge and Experience

- Knowledge of inclusion issues related to rangatahi.
- Experience engaging with rangatahi.
- Strong communication skills, especially in an online environment.
- Ability to work collaboratively in a team with integrity and respect.
- Time management skills, with ability to deliver to deadlines.
- Comfortable learning/using software with regular access to a computer and internet.
- Desire to serve the burner community.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.
- Understanding of the 10 principles and consent as they apply to our mahi.

Desirable Qualities, Knowledge and Experience

- Previous experience managing a team of people with different workloads and priorities.
- Previous experience in leading and managing volunteers.
- Experience working in one or more of the roles in the Community Department.

