

Position Title: Restricted Driving Programme Coordinator	
Date:	February 2021
Location:	Wainuiomata and Taita
Hours:	Part-time (Fixed Term 6 months)
Reports to:	General Manager, YOUth INSPIRE

OUR VISION

A better Aotearoa for all, by developing tomorrow's workforce – stronger young people, whanau and communities.

“Our Youth, Our Future – Rangatahi mai ki te Rangatira”

INTRODUCTION

YOUth INSPIRE's primary objectives are to provide meaningful pathways for young people under 25 that need us the most by building successful pathways into education, training and employment.

We work with young people in communities where there is high youth unemployment.

YOUth INSPIRE is a relatively young organisation in Lower Hutt and was initiated as a response to community concerns around youth unemployment and to increase the positive impact on the lives of rangatahi. We have developed strong relationships with community leaders, business leaders, central and local government who partner with us to help develop pathways for youth to succeed.

POSITION DIMENSIONS

Number of people reporting directly to you:	Nil
Total number of employees under your control:	Nil
Operating budget:	Nil
Capital budget:	Nil
Comments of any changes: YOUth INSPIRE is dependent on several funding organisations which may affect change within YOUth INSPIRE.	

PURPOSE OF THE ROLE – Restricted Driving Programme Coordinator

Reporting directly to General Manager, you will help young people gain their Restricted Driver Licence by coordinating in-car training sessions with volunteer driving mentors. Recruitment, training and coordination of volunteer driving mentors will be key to the on-going success of this programme.



As YOUth INSPIRE is a relatively new entity and is evolving quickly, aspects of the Restricted Driver Programme Coordinator's role and responsibilities will also evolve over time. For this reason, an adaptive and flexible Restricted Driver Programme Coordinator will be essential.

KEY RESPONSIBILITIES

The Restricted Driver Programme Coordinator is responsible for the following functions:

- Coordinating schedule of driving lessons
- Assisting with driving test bookings
- Maintain accurate records and accurately report on outcomes
- Work alongside Office Coordinator to effectively manage the driving school
- Fleet management of driving school vehicles
- Maintain a good relationship with funders and sponsors
- Build and maintain great relationships with rangatahi and volunteers
- Recruitment, training and management of up to 20 volunteer mentor drivers
- Effective use of office systems and tools
- Work constructively with the team to meet team goals
- Assist with content for the website, newsletter and social media sites
- Other duties as required

COMPLIANCE AND SAFETY

- Identify and report hazards to the General Manager.
- Maintain a safe working area, ensuring customers and visitors are not exposed to unnecessary risks.

Abide by appropriate legislative obligations by ensuring these are discharged in accordance with the correct procedure to minimise the risk to the Trust of non-compliance.

- Uphold the principle of Equal Employment Opportunities as well as "the good employer".
- Have a clear understanding of responsibilities under the Health and Safety in Employment Act.
- Demonstrate a clear perception of the intent of, and commitment to, the application of the principles of Te Tiriti o Waitangi.

Ensure applicable guidelines from funders, the Trust's financial services provider, IRD, auditors are adhered to.

DELEGATED AUTHORITY

DECISIONS EXPECTED

Authorise purchases, payment of accounts that are within budget: Nil

RELATIONSHIPS

INTERNAL RELATIONSHIPS

- General Manager
- Engagement and Partnership Manager
- Staff and Volunteers

- Youth
- Chair and Trustees

EXTERNAL RELATIONSHIPS

- Youth
- Whanau
- Stakeholders and Businesses
- Relevant community groups and organisations
- Members of the general public/whanau
- Staff of HCC, Mayor, Councillors and Community Board/Community Committee Members
- Others

EXPERIENCE REQUIREMENTS

- A full clean driver licence (held for a minimum of 2 years)
- Shows strong passion to make a difference in our communities
- Has worked in a professional coordination capacity for at least two years
- Strong communication skills both written and verbal
- Recruitment, training and coordination of volunteers
- Full Driver Licence
- Excellent relationship management skills
- Effective time management – you can effectively prioritise your work and meet timeframes
- Intermediate skills using the Microsoft Suite this includes Excel; Word & Outlook Email, Calendars
- Coordination of multiple elements to ensure activities run smoothly and efficiently
- Familiarisation with CRM ideal but not essential

PERSONAL ATTRIBUTES

- Passionate about helping young people to have a brighter future
- Leads by setting good examples
- Operates with integrity
- Ability to use initiative and make sensible decisions
- Shows a willingness to learn
- Influences and inspires others
- Self-confident and respectful
- Cultural awareness

Technical Competencies

COMPETENCY	DESCRIPTION
Understanding the Working Environment	Demonstrates an understanding of the Trust, its vision, customers, businesses and processes and the opportunities.
Community Awareness	Bases decisions and actions on a thorough understanding of the character and culture of the community.
Te Tiriti o Waitangi	Demonstrates recognition of the importance of Te Tiriti o Waitangi Charter and applies these principles to work practices.
Ara Taiohi	Understands and is guided by Ara Taiohi's mission, which is to support people who work with young people, and thereby enhance youth development so that young people thrive.
Political Acumen	Appreciates the political nature of working in partnership with high profile organisations.
Administrative Efficiency	Successfully manages administrative systems and functions in an efficient and accurate manner. Understands the need for attention to detail, can prioritise workload and use systems and resources appropriately.
Analytical Thinking Problem Solving	Comprehends a situation and breaks it down into components, identifying key or complex issues. Can interpret and link information to resolve problems.
Strategic Thinking	Understands rapidly changing trends, threats, strengths and weaknesses. Ensures alignment with the Board's vision and values