

Position Description

Position:	Kaiwhakahaere Kaupapa Māori Project Manager Māori
FTE:	35 hours per week
Reporting to:	Pou Kaiārahi General Manager
Location:	Remote working

Te Ohu Whakawhānau | About us

Hui E! is a national organisation of the Tangata Whenua, Community and Voluntary Sector. Our Statement of Intent incorporates what we are committed to our pou, kawa and tikanga in how we operate. Hui E! will:

- implement a Treaty Relationships model throughout our organisation, beginning at the governance level
- develop and enhance our values and tikanga to reflect our intentions
- model the behaviour of true partnership when leading mahi within the sector
- advocate for the Treaty Relationships model in all mahi we participate in
- commit to continuous education, growth, and development in our knowledge and understanding of Te Tiriti o Waitangi; and share our learning with the tangata whenua, community, and voluntary sector in Aotearoa.

Te Kaupapa Tauāki | Purpose Statement

The Kaiwhakahaere Kaupapa Māori | Project Manager Māori role will include planning and overseeing projects that support community organisations, with an exclusive focus on Tangata Whenua organisations. This will include developing a strategy, planning, resourcing, budgeting, delivering and monitoring projects that will increase the Māori engagement with Hui E!

The Kaiwhakahaere Kaupapa Māori | Project Manager Māori will also work alongside the Pou Kaiārahi | General Manager to build and maintain key stakeholder relationships.

Pono ki Te Kaupapa | Accountability

Accountability	Responsibilities
Project Design and Delivery	Manage the successful design and delivery of multiple projects, activities and programmes. This includes ensuring projects are well planned, properly resourced, sufficiently budgeted, and delivered as planned to agreed timeframes.
Te Tiriti o Waitangi	Be an advocate for the true intent of Te Tiriti o Waitangi of true partnership between Tangata Whenua and Tangata Tiriti. Enabling space for tangata whenua voices to be heard and represented.
Internal relationships	Have positive, transparent relationships with the Board and kaimahi that will enhance everyone's contribution to the success of the organisation.
External relationships	Build and maintain stakeholder relationships across diverse levels of communities, government, philanthropy and business. All external relationships are transparent, cooperative and responsive at all times.
Tangata Whenua relationships	Form genuine relationships/partnerships with Tangata Whenua that meets their needs and enhances our Te Tiriti o Waitangi Relationship model of practice.

Whanaungatanga | Relationships

Internal	External
<ul style="list-style-type: none"> • Trustees of Hui E! • Kaimahi of Hui E! • Other contracted staff of Hui E! • Volunteers 	<ul style="list-style-type: none"> • Hui E! Supporters • Tangata Whenua, community and voluntary sector leaders • Local, central government • Members of the public • Users of Hui E! Services

Ngā Whakaritenga Tangata | Person Specifications

These person specifications are critical to this role:

- Proven experience as a Relationship Manager or Project Manager
- Extensive Tangata Whenua experiences in Te Ao Māori and understanding how to engage with Māori
- An outstanding communicator with excellent inter-personal skills
- Background in stakeholder management, community sector knowledge is a plus
- Proven track record of meeting and exceeding targets
- A customer-oriented attitude
- Excellent communication and negotiation skills
- Problem-solving aptitude
- Proficiency in MS Office and cloud-based systems

- Ability to work well with a team.

Ngā Tohu Wānanga | Qualifications

- Tertiary level qualification is desirable

Ngā Pūkenga me Mātauranga | Skills and Knowledge

- At least 5 years' experience within the community sector, strong sector networks would be an advantage
- Strong track record in building stakeholder relationships at diverse levels
- Demonstrated knowledge and understanding of Te Tiriti o Waitangi and its application
- An in-depth knowledge of tikanga, kawa and at least second level knowledge of te reo
- A strong focus on planning for deliverables and results
- Excellent oral and written communication skills
- Innovative thinking, with proven ability to find new approaches and solutions
- Sound knowledge of information technology
- Has the ability to work independently and to appropriately self-manage within the context of organisational requirements.

APPENDIX 1 – Statement of Intent

Background

Hui E! Community Aotearoa was formed in 2014 and builds on the legacy of ANGOA (Association of Non-government Organisations in Aotearoa) and Social Development Partners.

Hui E! is a peak body for the tangata whenua, community, and voluntary sector in Aotearoa New Zealand.

The Trust Deed of Hui E! Community Aotearoa states:

*Te Tiriti o Waitangi must be visible and real in our community and our nation
and embedded within our organisation, using a Treaty relationships
framework.*

Since its establishment, Hui E! has actively engaged in ensuring Te Tiriti o Waitangi is embedded in our organisation and our mahi.

This Statement of Intent outlines how we will work to implement an enduring Treaty relationships framework.

We acknowledge

Hui E! acknowledges that Te Tiriti o Waitangi (te Tiriti) was signed between Tangata Whenua and the Crown. We are committed to the spirit of te Tiriti - a true partnership between Tangata Whenua and Tangata Tiriti, which shares power equally, celebrates cultural difference, and collectively improves health and wellbeing for all without prejudice.

Our intention

Hui E! will:

- implement a Treaty Relationships model throughout our organisation, beginning at the governance level.
- develop and enhance our values and tikanga to reflect our intentions.
- model the behaviour of true partnership when leading mahi within the Sector.
- advocate for the Treaty Relationships model in all mahi we participate in.
- commit to continuous education, growth, and development in our knowledge and understanding of Te Tiriti o Waitangi; and share our learning with the tangata whenua, community, and voluntary sector in Aotearoa.

Hui E! acknowledges that our actions are supported by our shared values and guided by our agreed tikanga.

Our shared values

We affirm our obligation to Te Tiriti o Waitangi through these values. Our values are grouped into Pou (values) and Kawa (pathway).

Ngā Pou represents the four pillars of our whare with its strong foundations. In recognition of the diversity of all the peoples and cultures that have woven Hui E! and keeping in mind the strength of the four values (Pou) that binds us.

Kawa is our pathway forward and journey ahead. Moving from the world of disconnect into the world of light and awareness together.

Nga Pou

- **Kaitiakitanga:** Our duty, our heritage, our legacy that we are collectively responsible for protecting and enhancing.
- **Manaakitanga:** We rise by lifting others and we are thoughtful and caring in all our dealings with others.
- **Oritetanga:** Making decisions together to achieve equity within the sector is at the heart of what we do.

- **Hihiritanga:** Doing things better and doing better things; we are curious and innovative, always striving for improvement.

Kawa

- **Whanaungatanga:** Together we are more, connected by a powerful common purpose, enriched by each other, and bound by mutual respect.
- **Rangatiratanga:** Excellence in all we do and we each lead by example.
- **Manatika** (Social Justice): We are always here to assist with the unknown, together we can address the injustice and take care of our sector.
- **Ata Wetewete:** Through a process we will proceed with thoughtfulness and separate the threads to progress our work forward.

Tikanga

The agreed Tikanga supported by the Tangata Whenua and Tangata Tiriti houses are:

1. There will be two houses: Tangata Whenua and Tangata Tiriti with equal membership on a 50:50 basis.
2. There will be shared leadership of the organisation between the Tangata Whenua and Tangata Tiriti houses via Co-Chairs.
3. Meetings will begin and end with karakia.
4. Tangata Whenua and Tangata Tiriti will be encouraged to caucus before and during meetings where a cultural difference is identified.
5. There will be collective decision-making that operates on consensus rather than a voting system. This will encourage the articulation of diverse views rather than a single or dominant viewpoint.
6. There will be a cooperative and shared relationship between Tangata Whenua and Tangata Tiriti when working on all issues of interest and concern to the organisation and on all matters that relate to the organisational support.
7. There will be respect and agreement on timeframes.
8. Priorities for the expenditure will be determined jointly.
9. Interaction with external organisations, including government and local government, will require participation of members from both houses.
10. Public appearances and media interaction will be shared and reflect both world views to avoid one dominant world view over the other.
11. Formal and informal relationship building will include members from both houses.
12. The essence of partnership is about building relationships