

## **People First Regional Coordinator Job Description**

<b>ROLE:</b>	Regional Coordinator
<b>WORK CLOSELY WITH:</b>	Regional Chairperson and Team Leader
<b>REPORTS TO:</b>	Team Leader
<b>LIAISE WITH:</b>	People First Members, Regional Chairperson, Regional Committee, National Manager, Team Leaders, Regional Coordinators, Finance and Office Manager, Funding and Administration Assistant, and Communications Manager
<b>LOCATION:</b>	
<b>HOURS PER WEEK:</b>	Part time

### **People First NZ is here to**

- Make sure people with learning disability can speak out and be heard on things that are important to them in government, in services and in the community
- Promote the rights of people with learning disability
- Represent people with learning disability who cannot speak for themselves
- Make sure people with learning disability are heard and listened to

<b>Regional Coordinator's role</b>	<ul style="list-style-type: none"> <li>• To support the Regional President and members in their regional activities e.g. regional meetings, regional events/expos, and production of regional newsletter</li> <li>• To develop the capacity of the region through the setting up and maintaining of local groups, increasing membership and mentoring and supporting Local Assistants.</li> <li>• Recruit volunteers /paid Assistants for local groups and provide induction and training</li> <li>• Empower members to be confident in their roles</li> </ul>
<b>Relationships External/Networking</b>	<ul style="list-style-type: none"> <li>• People relevant to your role</li> <li>• Other Disabled Persons organisation e.g. Disabled Persons Organisation</li> <li>• General public</li> <li>• Local disability agencies e.g. Disability Resource Centres, and Disability Services Providers</li> <li>• Volunteers</li> </ul>
<b>Relationships Internal</b>	<ul style="list-style-type: none"> <li>• People First members</li> <li>• Local groups</li> <li>• Local Assistants</li> <li>• Regional Chairperson</li> <li>• National Committee</li> <li>• Communications Manager</li> <li>• Regional Coordinators</li> <li>• Team Leader</li> <li>• Finance and Office Manager</li> <li>• Funding Manager</li> <li>• National Manager</li> </ul>

## Key Tasks

<p><b>Assisting</b></p>	<ul style="list-style-type: none"> <li>• Assist the Regional Chairperson to organise three regional meetings per year. The venue to be decided by the regional group. All decisions are to be made in a collaborative approach with the Regional Chair and/or members in the region.</li> <li>• The Regional Coordinator will assist the members to plan the regional meetings by supporting members to carry out all tasks associated with running a meeting.</li> <li>• Assisting the Regional Chairperson to present the national report to the Regional meetings.</li> <li>• To assist members to represent People First on regional issues at community meetings, conferences and where representation is required or requested.</li> <li>• Provide consultation and information back to the National Committee as requested.</li> </ul>
<p><b>Responsiveness and Availability</b></p>	<ul style="list-style-type: none"> <li>• Respond to any contact that may arise from members, staff or others in a timely manner</li> <li>• Attend local and or regional meetings in evening/weekends as required.</li> </ul>
<p><b>Training, Coaching</b></p>	<ul style="list-style-type: none"> <li>• Supporting the Regional Chairperson to prepare the regional report for the National Committee meeting and AGM (4 times each year) and make sure that they are prepared to present this to that meeting.</li> <li>• Help members understand national and local reports, national issues and decisions.</li> <li>• Assist the Local Assistants with promotion and representation of People First in the community.</li> </ul>
<p><b>Management of Volunteer and Paid Local Assistants</b></p>	<ul style="list-style-type: none"> <li>• To recruit local volunteer/paid assistants for each group</li> <li>• Provide mentoring and ongoing support to local assistant</li> <li>• Train volunteers and paid local assistants</li> <li>• Maintain pool of volunteers</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Work with Team Leader to make sure the communication, resources and information flow between National Office, regions and local groups is regular, consistent, accurate and accessible.</li> <li>• Work with the Communications Manager to make sure that National Office has 'good stories' to share in national and online publications</li> </ul>

	<ul style="list-style-type: none"> <li>• Help with communication between local People First groups.</li> <li>• Support the contractual requirements of the DIAS service such as, under taking client satisfaction surveys, being a conduit for relaying regional information to the National Office</li> </ul>
<b>Setting up and maintaining groups</b>	<ul style="list-style-type: none"> <li>• To support and assist the development and progress of local groups by working closely with the local Chairperson and Local Assistants when required</li> <li>• Guiding and directing, solving problems for local assistant when they arise.</li> <li>• Stepping up if local assistants are away or require you to attend local group meetings.</li> </ul>
<b>Administration and reporting</b>	<ul style="list-style-type: none"> <li>• To assist with and ensure that the records of People First region are kept to an acceptable and secure standard.</li> <li>• To provide accurate records of hours worked and any reimbursable costs with receipts if appropriate.</li> <li>• Complete funding applications and requirements to support the region and local groups</li> <li>• Monitor local and regional financial accountability</li> <li>• Assist with completion of all local groups financial report three monthly to Financial Manger</li> <li>• Report three monthly to Team leader</li> </ul>

## **Experience and Qualifications**

- Disability sector experience (Preferably learning (intellectual) disabilities)
- Experience of training, coaching and mentoring people with learning disabilities, volunteers and paid staff.
- Wide networks
- Confident in assisting People First members to chair and run meetings effectively, attend meetings, write reports and make presentations
- Maintain clear professional boundaries when supporting People First members at meetings
- Good computer skills (MS Word, Email, and Database applications)
- Sound administrative skills

## **Ideal Person Specifications**

- Able to work within the strategic goals of People First NZ
- Excellent organizational skills
- Ability to prioritize develop, organize and juggle a busy work load
- Willing to always promote and value the rights and abilities of people with learning disability
- Able to work alongside people with learning disability ensuring that it is their voice that is heard rather than the Regional Coordinators voice
- Confident, enthusiastic and prepared to go the extra mile to reach the goals and outcomes required for this position.
- Outstanding networking and communicating skills.
- Passion and commitment to maintain relationships and deliver quality outcomes for members of People First
- Demonstrate an inclusive and values-based work ethic and personal attitude
- Have a high level of initiative and self-management
- Desire to work with and be an effective and productive member of a team
- Results focused and ability to deliver on commitments
- Knowledge and commitment to the principles of EEO