

Job Description Project Co-ordinator (PHO Training)

Collaborative for Training and Research in Youth Health and Development Trust (The Collaborative)

Position – Co-ordinator for Administration

Employment status and hours – 40 hours flexible

Contract dates 1st September 2010- 1st September 2011

Salary - \$60,000 gross (includes tax, ACC and holiday pay)

Reports to – Director of Collaborative Trust

Location – Collaborative Office – Home base

Works within :The Collaborative Vision

Well trained, well informed professionals who work with young people to ensure their healthy development.

The Collaborative Mission: To run a collaborative centre to promote and enhance the health and development of young people through research, education and advocacy.

The Collaborative Values:

- Partnership with Maori and honouring the principles of the Treaty of Waitangi;
- Youth Participation at all levels of the organisation;
- Cultural diversity;
- Holistic view of healthy development which includes wellbeing in the physical, emotional, mental, spiritual, social, family, school and community areas of life; and
- Co-ordination, not duplication, sharing and strengthening not competing.

Tasks of the Position

- To Co-ordinate and manage the budget for training in Adolescent Health and Development in PHOs across the country
- To assist in the adaptation, production and distribution of the Australian GP resource kit
- To organize and book training sessions with PHO staff over each of the PHOs nationwide.
- To organize and book travel and accommodation for the Collaborative Educator

- To identify and work with local people in each region to assist with identifying local PHO leaders, medical and nursing leaders, youth leaders and young people, in organizing suitable venues and workshops
- To evaluate workshop sessions
- To apply for funding grants
- To manage website
- To assist with other administrative and management tasks to fulfil the Collaborative objectives

Person Specifications

- able to demonstrate positive and engaging relationship skills,
- a feel and sound understanding for youth health and development
- skills in promoting a strength based approach and able to work in a team and work under their own initiative
- have a background knowledge of NZ health systems although, not essential
- a knowledge of the adolescent health networks
- an ability to connect and work with young people
- Proven work ethic to achieve expectations and outcomes
- Is positive and has a genuine desire to promote youth health and development
- Clear understanding of cultural awareness and sensitivity

Qualifications

Tertiary level qualifications in personnel management, business administration, event management, human relations or associated field or equivalent experience in working in any of these fields.