

UNICEF AOTEAROA

Position Description

Position	Rangatahi Programme Manager
Reports to	Deputy Executive Director – Child Rights
Location	Auckland preferably/Negotiable
Term	Full Time/Permanent

About UNICEF

UNICEF is the world's leading children's agency. We work in 190 countries to help children survive and thrive, providing clean water and sanitation, education, healthcare, nutrition, and child protection. We are mandated by the United Nations to advocate for the protection of children's rights, to help meet their basic needs and to help them to reach their full potential. Our mission is to create a better world for every child. We believe every child must be given the chance to become a productive member of society and must have the right to be heard.

UNICEF Aotearoa is one of 33 National Committees working to raise funds for UNICEF's lifesaving work and to advocate for children's rights and wellbeing. With offices in Wellington, Auckland and Christchurch, we are a dedicated team of staff working in the areas of fundraising, communications, child rights, and international program quality, design, and contract management.

Our Vision

Mō ngā tamariki katoa
 For Every Child, Everywhere, Every Chance to Thrive

Our Purpose

We grow the movement of people standing with us to save children's lives wherever they are; defend their rights and help them realize their potential

Our Values

Whakamanakitanga	We care
Whakakaha	We never give up
Whakamahi	We get things done
Whakaponu	We act with integrity
Whakarongoā	We listen, see, heal, reach out to you

About the position:

The Rangatahi Programme Manager is responsible for developing, implementing, and coordinating a dynamic and innovative rangatahi programme using our Te Hiringa Tamariki framework. UNICEF Aotearoa aims to have a strong network of rangatahi around the motu/nation that also has close associations with rangatahi in the Pacific, Papua New Guinea and Timor Leste where we do programmatic work with leaders of those nations.

The Rangatahi Programme Manager will build and liaise closely with the Rangatahi Reference Rōpū (group) and our Child Rights Team to coordinate activities and create innovative thinking and advocacy to enable UNICEF AOTEAROA to respond to the needs of tamariki and rangatahi.

Current specific projects include:

- Rangatahi Voice- facilitating transformational communication with Rangatahi exploring humanitarianism, social inclusion, diversity, climate change and ending racism.
- Te Hiringa Tamariki (Implicit Bias) Programme that is presently being developed.

These two project areas will have a range of activities that include strategic events and development of innovation and digital resources that provide platforms for rangatahi advocacy. We are looking for a high energy person with a great attitude and committed to uplifting the voices of tamariki and rangatahi in Aotearoa. It is important that this person is professional, agile and flexible in how they communicate and engage with young people and key stakeholders.

Overall Responsibilities:

- Coordinating rangatahi to understand and promote their priorities for advocacy in correlation with the UNICEF Aotearoa Child Rights programme of work.
- Coordinating rangatahi, teachers and other relevant stakeholders to provide information to develop innovative digital resources including Artificial Intelligence to develop our Te Hiringa Tamariki programme.
- Manage administrative oversight of digital platforms and social media.

- Communicate with external stakeholders specific to the projects; secure travel, accommodation and venue details for events or national gatherings.
- Supporting rangatahi to be successful with their advocacy work program and the learning and growing central to how we work with each other.
- Participating and contributing positively to the wider Child Rights programme of work so that the objectives and goals are achieved.
- Working across the other UNICEF Aotearoa teams to ensure that the rangatahi work programme is strategically sound, integrated and anchored into key marketing, communications and fund-raising plans and budgets.

Consultation/Reporting:

The Rangatahi Programme Manager will manage and grow the rangatahi roopu directly and report to the Deputy Executive Director, Child Rights. This will include meeting with the different teams in UNICEF AOTEAROA, the Board, and other advisory groups, pertaining to projects.

The Rangatahi Programme Manager is a key member of the Child Rights Advocacy Team, which works to achieve the annual objectives of the whole organization and the rights of the child.

Competencies, skills and experience required

- Experience in engaging with rangatahi, iwi, hapū and whanau, Pacific Island, and community groups
- An understanding of how to contribute to a bicultural brand that incorporates the principles of Te Tiriti o Waitangi
- An understanding of te reo me ona tikanga to contribute to our bicultural brand and can understand and speak at least a basic level of Te Reo Māori
- Confident public speaker, sound IT, writing and communication skills
- Demonstrable intermediate level work experience in the event management including budgeting & marketing.
- Good leadership and project administration skills
- Strong understanding of the Aotearoa local issues
- Able to use social media, digital platforms and innovation to maximize our advocacy messages
- Experience in the NGO or development sector is desirable
- Experience/Qualifications in project administration and/or Youth Development is desirable
- Willingness to travel
- Full Driver's License
- Undertake a range of administrative tasks (includes financial tasks associated with project budgets)

Personal attributes

- Motivational and innovative
- Team player
- Empathetic to diverse cultural perspectives and needs

- Collaborative, solutions focused and team orientated
- Thinks and acts strategically
- Ability to take initiative and self-manage
- Ability to think on your feet and make quick decisions
- Calm under pressure
- Enthusiastic and confident with strong interpersonal skills
- Passion for the community engagement, current affairs
- Good negotiation skills
- Willingness to undertake routine administrative tasks

Key Working relationships

- Deputy Executive Director - Child Rights
- Child Rights Advocate
- Senior Policy and Communications Adviser
- Rangatahi Reference Rōpū
- Communications Manager