

# Senior Project Coordinator – *LifeKeepers* suicide prevention training programme

## Mō mātou | About us

Le Va is a national primary prevention, non-government organisation focused on supporting people to reach their full potential so that our whānau and communities are flourishing. Our approach is holistic: we believe health encompasses mental, physical, social, and spiritual wellbeing. Our portfolio supports this perspective, encompassing mental health, addictions, disability, public health, youth wellbeing, suicide prevention, violence prevention, and cultural competency training programmes.

Le Va is an organisation within the Wise group and is a Peak Performing organisation. Peak Performance is about enabling individuals and organisations to continuously exceed their best in the pursuit of an inspiring purpose. It's a journey not a destination and it's about becoming the best we can be.

*LifeKeepers* is Aotearoa New Zealand's national suicide prevention programme designed to equip New Zealanders with the knowledge, skills and confidence to prevent suicide from within their communities.

Reporting to the senior manager of *LifeKeepers* - national suicide prevention training programme, this role is responsible for leading and managing the promotion, coordination and delivery of *LifeKeepers* across Aotearoa, New Zealand. *LifeKeepers* comprises three separate training modalities; an in-person, full-day training for Aotearoa, an in-person, full-day training for Māori communities (Mana Akiaki) and an e-Learning modality. As Mana Akiaki is delivered to whānau Māori, hapū, and iwi this role requires competency and experience in working with Māori communities. At Le Va, we also support across teams, and the role will involve supporting other Le Va activities where required.

## Mō tēnei tūranga mahi | About this role

As a Senior Project Coordinator, you are an important part of the Le Va organisation.

It is expected that all projects are evidence-informed, high quality, follow best practice standards, are within budget, on time, and are evaluated - particularly to meet the needs of whānau Māori and communities across Aotearoa. You will have the skills, knowledge, and experience to independently manage specific tasks allocated to you, lead and facilitate education and trainings, and effectively engage communities and professionals. For the Senior Project Coordinator, this also means leading the management and coordination function of the portfolio programmes.



You will have the skills, knowledge and experience to inspire and manage. You will be able to complete reporting, develop workplans and delegate, independently manage projects, facilitate education and training, and effectively engage both young and senior members of the Māori, Pasifika and NZ communities. You will also be passionate about enhancing Māori and Pasifika wellbeing, by supporting mental health and eliminating inequities, and poor outcomes for Māori and Pasifika communities.

*Specific responsibilities of the role include (but are not limited) to the following:*

- ✕ *Workplan* - Develop and deliver a detailed annual workplan for respective programme and/or projects, achieving required performance standards on time and within budget. Ensure the progress of the work plan is monitored and progressed.
- ✕ *Relationship Management* - Identify, initiate and maintain relevant key stakeholder relationships and ensure these are positive, strong and ongoing.
- ✕ *Facilitation* - Lead facilitation of community hui, education and trainings and programmes.
- ✕ *Administration and Coordination* - Development and oversight of a training plan/schedule of the delivery of trainings and hui to ensure required deliverables are achieved.
- ✕ *Training* - Lead and deliver train the trainer trainings of Le Va content to other Le Va staff and external contractors.
- ✕ *Evaluation and Measurement* - Contribute to the evaluation and measurement of all projects and programmes of work.
- ✕ *Communications* - Contribute to the development and delivery of an approved communications plan.
- ✕ *Risk Management* - Identify any areas of risk and communicate to management with appropriate mitigation strategies developed and implemented as required.
- ✕ *Reporting* - Support development of monthly, quarterly, biannually project reporting, for funders, Le Va board, or the Chief Executive, as requested and reviewed by Le Va's Senior Leadership Team.
- ✕ *Overall Programme Design and Programme Management* - Responsible for coordinating the design, development, implementation and evaluation of assigned programmes within respective portfolio.
- ✕ *Operations* - Contribute to Le Va's organisational systems by supporting practice development, improvement processes, establishing models of evidence-based practice and building practice-based evidence.



- ✕ *Resource Development* - Lead the design and delivery of additional relevant resources, training, education, and tools required to effectively deliver on contracted deliverables.
- ✕ *Le Va wide support* - Support the development, coordination and delivery of all Le Va programmes, as required.
- ✕ *Media* - Represent Le Va in the media, when directed and delegated by the Chief Executive, as required.
- ✕ *Budget* - Prepare budgets for assigned projects and/or events with Senior manager oversight and approval.

The following general responsibilities are required for all employees at Le Va:

- ✕ *Cultural Diversity and Collaboration* - Participate and collaborate as a member of the team, treating others in a fair and consistent way and providing support and encouragement to others. Work in a culturally safe and respectful manner, and always be mindful of the cultural diversity of the community.
- ✕ *Project Management* - Utilise Project Management tools and skills to ensure project deliverables are achieved on time, within budget and appropriate project financial reporting is provided.
- ✕ *High Standard of Written Work* - Ensure a professional standard of written work, reporting, documentation, and communication at all times. All communication, both written and verbal is clear, accurate, concise, and respectful in manner. Language used is appropriate for intended recipients of information.
- ✕ *Managing resources, delegations and laws* - Prudently manage organisational resources (including financial and time of other staff) and abide by delegations, regulations, and relevant laws (e.g., health and safety, privacy act, etc.)
- ✕ *Meetings* - Actively participate as a team member in team meetings, weekly project meetings and daily engagements.
- ✕ *Wise Group Policy and Health & Safety* - Follow Le Va and Wise Group policy, including a commitment to safety and wellbeing.
- ✕ *Events and Meetings* - Represent Le Va at sector events and meetings in a professional and well-prepared manner as and when required.
- ✕ *Working with WMS* - Engage staff of Wise Management Services, where directed, to deliver projects and services of the highest standard effectively and efficiently – such as the Communications Manager, Financial Manager and/or accounts, IT Support, and administrative support (e.g., front-desk receptionists).



- ✕ *Communications Plan* - Develop and implement communications plans to a high standard, ensuring external and internal communications are within Le Va's communications style, including government reporting, social media, and e-learning.
- ✕ *Social Media* - Contribute to Le Va's social media platforms and online presence, including website, monthly e-newsletters, and weekly social media posts.
- ✕ *Technical Support* - Ensure the right technical and content expertise is engaged in the design and delivery of all work to ensure projects are evidence-informed, high quality and follow best practice standards.
- ✕ Provide a 100-day gameplan to the *LifeKeepers* senior manager for approval and review.

## Mōu | You

We're looking for a leader who is driven and passionate about ensuring our communities reach their full potential. They also need to be:

- ✕ **A Critical thinker**

In the face of complexity, has excellence in thought. The application of clear, rational, logical thinking to problem solving, applies empathic assessment and analysis, formulating solutions and independently trouble shooting risk and errors.

- ✕ **An Achiever**

You perform at an optimal level, both mentally and physically.

- ✕ **Energising**

Inspiring others with energy, enthusiasm, and motivation to act. You have a positive mental approach and 'can do' attitude to all aspects of life.

- ✕ **A Connector**

Champion collaboration to achieve collective goals by working together. This is demonstrated by taking a win-win approach, thinking beyond yourself and taking opportunities to help others. You also bring people, groups and organisations together.

## Ngā tino pūkenga/wheako | Requirements

### Essential

- ✕ Relevant tertiary qualification
- ✕ Five plus years' experience working with Māori and/or Pasifika communities.



- ✕ Expert level experience in project-management and time-management skills, including strong computer skills.
- ✕ Proven experience, knowledge and skills in programme design, development, delivery, and evaluation.
- ✕ A high level of tea o Māori competency.
- ✕ Proven knowledge and skills of working with Pasifika communities.
- ✕ Demonstrable experience in report writing.
- ✕ Comfortable to work in the areas of mental health, suicide and sexual violence prevention.
- ✕ Demonstrable practice of Te Tiriti o Waitangi principles.
- ✕ Current full, clean New Zealand driver's license and flexibility to travel nationally with ease.
- ✕ Experience in programme and training facilitation and delivery.
- ✕ Possesses a strong value base that supports inclusive ways of working with people from diverse cultural groups.

#### Preferred

- ✕ Relevant Tertiary Qualification in health-related field.
- ✕ Experience in community or social sectors.
- ✕ Fluency in te reo Māori.
- ✕ Research and/or evaluation experience and skills.
- ✕ Report writing experience and skills.

#### Appendix

Role Name	Reporting Line	Additional info
Senior Project Coordinator LifeKeepers	Senior Manager LifeKeepers	

