

Position Description

Role: Projects and Partnerships Manager



Life Education's Vision

Inspiring tamariki and rangatahi to make positive choices.

Purpose of role:

Life Education has been operating for more than 30 years and enjoys a positive relationship with communities throughout New Zealand. We're made up of 33 entities; LET NZ and 32 regional Trusts. Each regional Trust is made up of a team of volunteer Trustees, employing Educators to deliver our Healthy Harold programme to schools in their area. Ministry of Education research has identified 86% of schools use our Healthy Harold programme.

Through recent growth Life Education Trust (NZ) delivers programmes directly – in addition to the Healthy Harold programme. This is targeting secondary schools and we have goals to extend to adult communities too.

The Projects and Partnership Manager is integral to supporting the successful development of new and existing projects.

Life Education (NZ) is a small team who work closely with other staff to achieve the collective goals of the management team.

Nature of position:

Permanent Full Time

Direct Reports

None

Key Relationships:

Other LET NZ staff
Our regional Trusts
Schools
Sponsors and funders

Personal Attributes

- Be a self starter, highly organised with good planning and coordination skills
- Understands the environment of a volunteer community organisation
- Can engage well with key stakeholders, both internally and externally and have first-class written and verbal communication skills.
- You will be a creative thinker which brings with it curiosity, flexibility and a positive attitude to develop opportunities through to a successful outcome
- Work with minimal supervision but understand when to seek help or guidance.

Key Responsibilities:

1. Project Management: You'll play a leading role in the successful development and delivery of existing LET NZ programmes in the community and in schools across NZ.

a) Existing Programmes:

Working closely with the delivery team and booking coordinator, this includes:

- Delivery oversight of our secondary schools' initiatives
- Actively contributing to the growth and development of these programmes
- Implementing evaluation and outcomes measures
- Ensuring programme objectives are met

b) New Initiatives

Identify and develop new education and community engagement opportunities consistent with Life Education's vision and work plan

2. Partnerships: Working with funding partners and collaborations with likeminded organisations is critical to achieve our community outcomes:

- a) Nurture relationships with existing partners through a proactive approach and identifying leverage opportunities for mutual benefit
- b) Identify and build strategic partnerships to support new projects and our strategic goals

3. Outcomes Framework. Working with our research partner, implement our evidenced based evaluation process to enable

- a) Our annual outcomes report to be produced
- b) An evidence-based approach to existing and new developments

Key skills and experience:

- Understanding of the education or public health environment in New Zealand is desirable
- Demonstrated ability to develop and maintain effective relationships and partnerships with key stakeholders
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- A natural instinct for creating mutually beneficial partnerships through innovative ideas and activations.
- Project management experience

Due to the dynamic nature of our work and the many opportunities that present themselves for Life Education to achieve its vision, the tasks and responsibilities noted in this role description may well change from time to time, to meet the needs of our Trusts and our own activities. As a result, it is expected that the person in the role recommends and/or is prepared for changes to the role and this description of it, on a day-to-day-basis. Any 'material' changes will be mutually agreed and noted in writing on this document.

Key Performance Indicators A plan will identify mutually agreed annual goals for the fixed term

Operational Responsibilities

Financial

Adherence to and understanding of financial policies and delegations.

Effective information management

Ensuring central data collection is well managed and available as information to support LET NZ and Trusts.

Management reporting

Input into annual planning, long term strategic planning and quarterly reporting against plans, including using activity data to develop solutions

Policies and Procedures

Awareness of and compliance with Life Education's policies and procedures, including an understanding of standard organisational procedures.