

## Senior Youth Engagement, Education, and Enviroschools Advisor

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### Horopaki | Context

Environment Canterbury is the Regional Council for the largest region in New Zealand Aotearoa. We are committed to working in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The future environmental and political context affecting Canterbury means that Environment Canterbury's response to work delivery will need to be adaptive into the future, with regulatory changes, and environmental changes driven by climate change.

Our work/mahi focuses on the delivery of three core services to the Canterbury/Waitaha community: (Environmental Regulation and Protection; Community Preparedness and Response to Hazards; and Public Transport) and we are guided by our strategic pou of:

- Putting the community and our customers at the heart of everything we do;
- Growing our relationship with mana whenua into a true partnership;
- Maturing our governance model and understanding of our political environment;
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values of Kaitiakitanga/Stewardship, Pononga/Integrity, Manaakitanga/People First, Whanaungatanga/Collaboration, and Māiatanga/Can Do.

The Youth Education and Engagement Team (YEET) consists of Youth Engagement, Education, and Enviroschools advisors and is focused on connecting children, young people and education communities with the kaupapa/mission of Environment Canterbury. This is achieved with a three-pronged approach targeting:

- **Head** – learning and capability – creating education opportunities and providing support
- **Heart** – connecting and belonging – facilitating relationships between young people, their place, people and Environment Canterbury
- **Hands** – action and contribution – creating opportunities for citizenship development.

### Aronga | Purpose

To develop and support the implementation of educational programmes, resources, initiatives and events across the youth and education communities in the Canterbury region, that engage young people, enhance their capacity to be active environmentally aware citizens and promote the inclusion of youth voice in Environment Canterbury's decision making.

### Ngā Haepapa | Accountabilities

- Lead support for building internal capacity and capability for involving the youth voice in decision-making across the Environment Canterbury's activities at governance and operational levels.

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- Contribute to the wider Communications and Engagement group by providing youth targeted content to Environment Canterbury’s communication channels including website, newsletters and social media, and by supporting engagement initiatives

#### Education Programmes

- Lead best practice programme delivery within the YEE team.
- Lead the development, review of educational programmes, resources and activities, ensuring they are aligned to Environment Canterbury’s strategy and that content reflects mātauranga Māori and meets the needs of NZ curriculums.
- Upskill educators to deliver our programmes and support them to use educational resources in ways that best meet the needs of the learning community.
- Deliver educational programmes to young people in school and community contexts as required by team strategy and priorities.

#### Youth engagement

- Assist with the development and implementation of Environment Canterbury’s plan for youth engagement
- Plan for, and lead, youth engagement initiatives, ensuring activities meet strategic outcomes, including events like Regional Youth Voices hui and youth meetups
- Maintain relationships with other youth councils and organisations and work with them to identify issues in the youth sector where Environment Canterbury can contribute to achieving better outcomes and incorporate solutions into planning.
- Based on Environment Canterbury’s plan for youth engagement, coordinate participation in youth orientated community events, creating opportunities to raise the profile of Environment Canterbury, environmental sustainability and increase youth participation and engagement.

#### Enviro schools

- Where needed, assist with Enviroschools programme delivery.
- Use the Enviroschools model/kaupapa to inform our other education programmes and engagement opportunities.
- Contribute to discussions and ideas for Enviroschools. Provide support for facilitators when needed. Help with prioritisation of ES in relation to other work.
- Work within budgets appropriately.

#### Youth Rōpū

- Accountable for leading the Youth Rōpū programme.
- Support the development of strategies and plans in partnership, to enable authentic youth voice within Environment Canterbury. Support planning and facilitation of youth activities/action to increase youth engagement and ensure Youth Rōpū goals are achieved.
- Coordinate regular meetings with Councillors (monthly)
- Facilitate regular meetings (weekly) and planning days (monthly) outside of regular working hours and coordinating regular meetings between Youth Rōpū and Councillors (monthly)

## **Toitū Te Tiriti | Treaty Partner Excellence**

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- Deliver outcomes that underpin and give effect to the achievement of Ngāi Tahu cultural and environmental aspirations, including but not limited to, Mahinga kai, and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution so these can be considered in mahi programme development and prioritisation.
- Demonstrate an openness and courageousness in approach to issues and co-design of processes and systems supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Waitaha Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability and for the conscious planning and alignment of work to support organisational cultural capability across all aspects of delivery.

## **Hauora me te Marutau | Health and Safety**

Kaunihera Taiao ki Waitaha/Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety, and wellbeing very seriously. In order to meet the legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies, guidelines, including the code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge on best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

## **Hononga ā-Mahi | Working Relationships**

### **Kai rō Kaunihera | Within the organisation**

- Accountable to the Team Leader Youth Engagement and Education
- Close and collaborative relationship with YEE team to plan and deliver on strategy and goals.
- Close and supportive relationship with the ECan Youth Rōpū
- Close liaison with staff of the Communications and Engagement Group.

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- Close liaison with Directors, Programme Managers, Project leaders and other staff across portfolios to identify opportunities and issues and raise the profile of, and opportunities for youth engagement and education.
- Collaborate with other teams, such as Parks staff to plan and run activities and events, eg, planting days, youth forest and bird, maximising opportunities for youth engagement and education.
- Work collectively and collaboratively with peers across the organisation to enable effective delivery of information, shared management of resources, and culture leadership.

### **Kai waho i te Kaunihera | Outside the organisation**

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Liaison with staff in local government (regional and national) and non-government organisations, focused on youth engagement and education.
- Liaison with young people through relevant organisations and channels.
- Liaison with external contractors for youth engagement purposes.
- Liaison with educational institutions, groups, businesses or organisations for collaborations, partnerships and delivery of joint activities involving young people.
- Youth-focused organisations (youth networks and councils, schools, etc.) in Canterbury in order to build young people's capacity and capability to engage in local government affairs.

### **Ngā Herenga Motuhake | Special Conditions**

#### Childrens Worker

The accountabilities of this role are such that the role meets the definition of a “children’s worker, being “a person who works in, or provides, a regulated service, and the person’s work—

- a. may or does involve regular or overnight contact with a child or children (other than with children who are co-workers); **and**
- b. takes place without a parent or guardian of the child, or of each child, being present

Therefore, employment in this role is subject to a satisfactory Police Vetting check at time of hiring and every three years thereafter.

- Will be required to work outside normal hours of work.
- Work required in outdoor or classroom environments.
- May be required to occasionally work away from home.
- As a regional council, Kaunihera Taiao ki Waitaha/Environment Canterbury has special requirement to provide a civil defence function for Waitaha/Canterbury. Any kaimahi/staff employed by Kaunihera Taiao ki Waitaha/Environment Canterbury will be required to be available to assist, support or be associated, as reasonably required, with an emergency under Civil Defence or any exercise that might be organised in relation to this council function.

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- Additionally, all kaimahi/staff would be expected to assist, support and respond to, as reasonably required, any event where the Business Continuity Plan is activated.

## **Māngai Whakahaere | Delegations and Authorities**

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

## **Ngā Āheitanga | Capabilities**

### **Tohu Mātauranga | Qualifications**

- A tertiary degree in a relevant field, eg, education, environmental science or youth work is required.
- A diploma/degree in teaching is an advantage.
- Current class one driver's licence is essential.

### **Mātau ā-wheako | Experience**

- Practical experience in facilitating and co-ordinating groups to work collaboratively so that they reach practical conclusions effectively is essential.
- Practical delivery of educational programmes to young people is essential.
- Knowledge of NZ curriculums is essential.
- Project management and/or programme development experience and the ability to develop clear outcome focused work plans is essential
- Knowledge of mātauranga Māori, te reo, and tikanga Māori would be highly valued.
- Knowledge and experience of working in local government would be an advantage.
- An understanding of and experience in Environmental Education for Sustainability (is an advantage.
- Strong verbal and written skills and strong presentation skills are essential.
- Effective time management skills, a flexible mindset and the ability to juggle multiple activities.
- A positive, collaborative approach and a friendly, engaging personality.
- Experience in working within a budget

## **Ngā Pūkenga Matatau | Core Competencies**

Specific behaviours at the Team member level beneath each of the following organisational competencies. To identify the competency expectations at this level, view the competency framework in the P&C Kete.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes

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and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.

**Leading Change** Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.

**Common Purpose** Working towards a compelling view of the future by engaging with the organisation’s vision; understanding and aligning to the common purpose.

**Building Capability** Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the Senior Youth Engagement and Education Advisor will be required to accept and carry out other duties.

<b>Location</b>	Christchurch / Environs	<b>Position ID</b>	CRELCSE.006
<b>Band</b>	5		

I agree to undertake the responsibilities detailed in this job description:

**Ingoa | Name:** \_\_\_\_\_

**Waitohu | Signature:** \_\_\_\_\_

**Rā | Date Signed:** \_\_\_\_\_

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