



**JOB DESCRIPTION**  
**EDUCATION COORDINATOR - WAIKATO**  
**(Full time, 0.8 FTE – Permanent)**

**1. GENERAL**

The Young Workers Resource Centre (YWRC) is committed to empowering young Kiwis regarding employment through education and representation. A key role of the YWRC is to provide young workers with education on employment relations and minimum employment rights. To achieve this YWRC delivers workshops at secondary schools, tertiary institutes, community youth groups and private training establishments.

**2. JOB TITLE**

Education Coordinator.

**3. PURPOSE OF POSITION**

To empower young workers with comprehensive knowledge of employment relations and minimum employment rights. To provide young workers through education with strategies and tactics to navigate employment relations scenarios, and direct them to further support if required.

**4. REPORTS TO**

General Manager.

**5. KEY RELATIONSHIPS**

- Secondary School Teachers
- Private Training Institutes
- Tertiary Institutes
- Trades Academies
- YWRC Governance Board
- Education Coordinator – Auckland
- Help Centre Coordinator
- Young Worker Advocate
- Community and iwi organisations
- Tertiary institutes
- Employment NZ
- Stand Up: Youth Union Network

## 6. KEY RESPONSIBILITIES

- **Workshop delivery:** Booking and delivering employment education workshops to schools, private training institutes and local organisations.
- **Relationship building:** Developing and growing the database of education providers and community organisations, including key contacts, for the purpose of growing workshop delivery opportunities.
- **Support referral:** Pathway young workers to support services within the YWRC when approached with complex employment issues.
- **Project Development:** Discover and develop education opportunities outside the current scope of workshop delivery, and catchment areas.

## 7. EMPLOYMENT RELATIONS EDUCATION REQUIREMENTS:

- Owning/maintaining a vehicle fit for travelling
- Holding a Restricted/Full driver's license
- Booking workshops in the allocated regions/areas
- Maintain workshop booking records and regularly following up with schools/groups not yet booked
- Maintaining current and new school/teacher/community contacts
- Identifying new contacts/organisations to connect with
- Collecting student and teacher feedback at workshops
- Taking a role in development of new content/workshops
- Keeping accurate mileage records for kilometres travelled. **Mileage travelled to workshops will be reimbursed at a set rate per kilometre travelled, for the use of the employee's personal vehicle.**

## 8. ADDITIONAL RESPONSIBILITIES:

- Engaging in YWRC governance meetings where practical
- Contributing to relevant campaigns in conjunction with local partners (e.g. Stand Up; Unions Waikato)
- Self-managing and accounting for weekly hours
- Sending invoices to schools/groups
- Relationship building in the community sector and seeking collaboration opportunities
- Providing an employment-advisory service to young people who seek YWRC support
- Promoting the YWRC and its services where applicable

## 9. DESIRABLE ATTRIBUTES:

- **Proof of COVID-19 vaccination to comply with the Public Health Order mandate for all education workers to be fully vaccinated against COVID-19.**
- Excellent oral communication skills

- Excellent computer competency (Microsoft Office Suite, Xero, Outlook Email etc)
- Clear, full driver's license
- Clean police vetting check (to comply with the Vulnerable Children's Act)
- Some knowledge of up to date employment legislation and how it relates to youth is desirable
- Some experience of teaching, education, youth development, sports or health education
- A commitment to promoting employment relations education
- An ability to connect and communicate with youth in a meaningful and respectful manner
- An ability to work independently, self-motivate and self-manage
- An ability to grow and develop leadership potential
- Solid time management skills, reliability, and honesty
- Good organisation skills and the ability to be adaptable
- Potential for innovative or creative thinking
- An ability to work and understand people from diverse cultures or backgrounds.