

HUIA LEADER
JOB DESCRIPTION
Newlands Coordinated Community Enterprise
Newlands Resilience Group
as part of the Newlands Paparangi Progressive Association (NPPA)
June 2021

Position title:	Huia Leader, Newlands Resilience Group
Location:	Newlands
Status:	Volunteer – averaging 2 hours per week
Remuneration:	NIL

ORGANISATION

The Newlands Coordinated Community Enterprise is led by the Newlands Resilience Group, part of the Newlands Paparangi Progressive Association (NPPA), an Incorporated Society.

CONTEXT

Community resilience is having the resources, social capital, communication, and competence so the community is resilient. Disaster resilience is being ready, able to respond and able to recover from a disaster. A community is more likely to be disaster resilient if it is community resilient. The true measure of any society can be found in how it treats its most vulnerable members. A community can be resilient community if a holistic and sustainable approach is taken to the wellbeing of its people. A resident, particularly a vulnerable one, is more confident if his or her community is resilient. To improve community and disaster resilience the Newlands Resilience Group led the establishment of the Newlands Coordinated Community Enterprise to enable residents to connect, build trust and access resources the improve their wellbeing and resilience.

OBJECTIVES

Our objectives are to:

- develop community resilience by increasing the connections between residents.
- improve residents' trust to seek solutions/services that meet their needs and are easy and affordable to access.
- improve residents' ability to help others in Newlands.
- improve visibility of providers with solution/services whilst maintaining their sustainability.
- improve funders' confidence the services they subsidise will achieve agreed outcomes.
- work with residents to develop a coordinated response plan for an emergency (disaster resilience)

ORGANISATION VALUES

- Respect for others
- Respect for differences
- Honesty and Integrity
- Kindness

- Empathy
- Desire to help others.

ROLE

Huia Leaders are “driven” by the importance of the mission.

Huia Leaders enable the building of connections and trust amongst residents. They include those who are already leading the care and connections with residents. They love gathering people, connecting with them, and either encouraging those that can help into the community and /or sign posting those that need help. See the resident journey clip for more information on this.

Some Huia Leaders will actively foster connections between members of the households in their neighborhood to encourage care, respect, communication, sharing, security, and friendship between neighbours. The Huia Leader does not necessarily run the neighborhood group but will work closely with others to share the load. They will ensure their neighborhood group is disaster ready.

Huia Leaders have a heart for people and gathering and connecting people but also have good boundaries, so they do not get taken advantage of (e.g., by spending too much time in their role and/or with demanding residents). Respecting the views of others, regardless of race, age, gender, or orientation. Having an intense desire to serve their community, particularly in times of need. Willingness to share the knowledge and experiences with other Huia Leaders.

KEY COMPETENCIES

- Good communication skills and enjoy interacting with people.
- Enjoy working in a team environment.
- Open-minded to people from diverse background
- Well-organized and ability to make appropriate and quick decisions with the time pressure or under the urgent circumstance.
- Health and safety knowledge would be preferred (First-aid experience would be desirable but it is not essential)
- Encouraging their ‘neighborhood group’ to take part in ‘response’ training and to volunteer in the event of a disaster.
- The Huia Leaders introduces, refers, or signposts the residents who need/want help to the Kaiawhina.(ie Citizens Advice Bureau-CAB)
- Maintaining confidentiality and privacy of residents and their families as required under the Privacy Act 2020, noting that personal information about residents to only be recorded and retained by the Kaiawhina (CAB).
- Maintaining records within the software package provided in accordance with instructions and within the requirements of the Privacy Act 2020, noting that personal information about residents to only be recorded and retained by the Kaiawhina (CAB).

WORKING RELATIONSHIPS

The Huia Leader works closely with the following stakeholders:

Internal	External
NPPA President and members	The Professional Supervision Provider
NRG Team: Grants and Finance Officer, Engagement & Communications Advisor, Human Resources Advisor, Technology Advisor, Cultural Advisor	Our partners: Citizens Advice Bureau, Volunteer Wellington, Timebank, Neighborhood Support, Be Collective, Nga Hau e wha o Papararangi
Other Huia Leaders	Residents
	Community Groups
	Other resident associations

KPI's

Resident Engagement	20%	Acknowledgment of referral and other contact received meets the one-week timeframe.
Reporting	20%	Maintain a report regarding the type of communication with residents without recording any personal information Reporting as per timeframes
Health and safety/Code of conduct	25%	Be able to set boundaries with residents and providers while empathizing with residents, always maintaining confidentiality. Working closely with Kaiawhina (i.e. CAB)
Training/ professional supervision	15%	All training and professional supervision requirements are met.
360-degree feedback	15%	Participate in theirs and others
Wellbeing survey response	5%	Encourage their network to take part in the survey.

QUALIFICATIONS

A formal qualification is not necessary but study and/or experience in relevant areas would be an advantage. Proven or potential leadership skills. The main requirement is that the Huia Leaders should be dedicated to the cause of the mission and genuine in his/her intention to further its goals.

SUPPORT

The Huia Leader once recruited attend a full day training and then certified. This will be followed up by a professional supervision programme to support them to maintain the certification. We are very keen to have a diversity in Huia Leaders so there can be a lot of cultural interaction. One of the benefits for Huia Leaders is they are trained at no cost and can connect and share knowledge and experiences with other Huia Leaders.

REPORTING

Reports are completed and submitted on time and when requested. Evaluation/surveys are completed every 6 months or as requested. Service progress reports are completed weekly, monthly and 3,6 and 12 monthly or as required by the NPPA President or nominee. Records of meeting are provided when requested. Evaluation of training is reported as requested.

REQUIREMENTS: There will be police check for this role.