



| | |
|-------------------|---|
| Position | Regional Schools Coordinator |
| Reports to | School Services Manager, Managing Director; InsideOUT Board |
| Location | New Zealand |
| Date | July 2021 |

Job Objectives

As one of InsideOUT's Regional Schools Coordinators you will have responsibility for overseeing the delivery of a regional network and monthly support group for students leading rainbow diversity groups/queer-straight alliances in their schools.

You will support staff and students to make schools across your region safer places for young people of minority sexualities, genders and sex characteristics.

InsideOUT's Vision and Mission

Our Vision:

All rainbow young people in Aotearoa New Zealand have a sense of belonging and safety in their schools and communities.

Our Mission:

To work with youth, whānau, schools, community groups, youth services, government agencies and other relevant organisations to provide safer schools and communities for rainbow young people.

To foster the building and provision of resources, education, information, hui and relevant tools which work to improve the health, wellbeing and safety of rainbow young people.

Essential Job Results

Service Delivery

- Plan content, schedule and promote the monthly meet-ups for Q'D UP
- Work alongside volunteers to deliver monthly meet-ups of Q'D UP
- Support the group members as necessary between meetings to successfully run and manage their groups and create safer environments for young people in their schools
- Liaise with staff and students in regional schools that do not yet have groups, to support them to start these, or take other actions to make their schools safer for rainbow young people.
- Deliver professional development training for school staff and other relevant agencies as required.
- Provide support over phone, e-mail and in-person as required to staff and students wanting support to lead and run queer straight alliances/rainbow diversity groups in their schools or make other changes to create rainbow inclusive schools.
- Work closely alongside other rainbow and takatāpui services in your region as relevant, to help young people stay aware of and connected to local support services.
- Be part of a team supporting InsideOUT's work with schools across Aotearoa, through things such as providing feedback on resources or promoting campaigns such as Schools Pride Week to schools in your region.
- Be part of a team supporting InsideOUT's goals regarding honouring Te Tiriti O Waitangi.
- Support facilitation for other InsideOUT workshops outside of schools in your region from time to time.

POSITION DESCRIPTION: Regional Schools Coordinator

Reporting

- Record details of group attendees and school progress after each group meeting.
- Maintain the Schools Tracker records to stay up to date with accurate records of our relationships with schools in the region.
- Prepare a quarterly written report regarding updates on the progress of the project and your activities for each month.
- Communicate details of project progress and relevant updates to the School Services Manager as appropriate.
- Support InsideOUT to manage any relevant funding report backs for your role.

Availability

- It is expected that any message sent to the coordinator (including phone messages, text messages and emails) will be responded to within five working days.
- An exception to the above may occur immediately prior to key milestones, where additional communication will be required. This will be discussed by the Schools Coordinator and relevant parties on a case by case basis.