

JOB DESCRIPTION

Coordinated Access Rōpū Facilitator

Manaaki Rangatahi — The Youth Housing and Homelessness Collective of Aotearoa

Tāmaki Makaurau | Part Time | 16 hours per week | One Year Contract

Manaaki Rangatahi is a kaupapa mokopuna collective impact and systems change rōpū working to prevent and end youth homelessness across Aotearoa. We are a small, passionate team who move fast, think creatively, and show up fully for rangatahi and the services that walk alongside them.

We are looking for a Coordinated Access Rōpū Facilitator based in Tāmaki Makaurau — someone who brings serious skill, genuine warmth, and the kind of energy that makes people want to work with them.

About the role

This is a part time, 16 hours per week, one year contract based in Tāmaki Makaurau, with the possibility of continuation. Some travel across the motu may be required.

You will facilitate and coordinate a local rōpū of youth and housing services working together to ensure rangatahi experiencing homelessness can access safe, appropriate, and timely accommodation. You will be the connective tissue between rangatahi, housing providers, and youth services — building the relationships, trust, and shared practice that make a coordinated system actually work.

You will also support Manaaki Rangatahi leadership to plan and deliver hui and collective impact initiatives across Aotearoa.

What you will bring

Essential:

- A Bachelor of Social Work (BSW) — this is non-negotiable
- Registration with the Social Workers Registration Board (SWRB), or meeting all requirements for registration
- A minimum of five years' experience in housing, homelessness, or youth services
- Demonstrated expertise in group facilitation and community development

- Strong experience working with and within Māori and Pacific communities
- Excellent written and verbal communication skills
- High level of IT literacy and comfort with digital tools and systems
- Leadership capability — you can hold a room, build trust, and mobilise people toward shared goals
- A full, clean New Zealand driver's licence and access to your own vehicle (mileage reimbursed)
- A good sense of humour and the ability to bring lightness to hard mahi

Additional Key Responsibilities:

- Apply professional social work practice, frameworks, and ethics to inform coordinated access, ensuring safe, culturally responsive, and trauma-informed engagement with taitamariki.
- Utilise social work assessment and intervention skills to support complex cases, provide guidance to partner agencies, and strengthen integrated responses across the system.
- Provide professional insight and advice grounded in social work training to inform service design, policy alignment, and best practice approaches.
- Support public relations activities, including drafting press releases, key messaging, and communications on behalf of the Chief Executive.
- Identify and develop opportunities for community activations, events, and campaigns that align with organisational strategy, with approval from the Chief Executive.
- Coordinate and prepare materials for media, stakeholder engagement, and public-facing opportunities to strengthen Manaaki Rangatahi's profile and impact.

You will also be:

- Deeply organised with strong time management and the ability to manage competing priorities
- A natural networker who builds genuine relationships across sectors
- Culturally grounded, with a working knowledge of te reo me ōna tikanga
- Someone who embodies manaakitanga in how they show up every day

What we offer

- A values-led team environment that walks the talk of manaakitanga
- Flexible working arrangements within a 16 hour week
- The chance to be part of a growing kaupapa Māori movement shaping national systems change
- A leadership model that honours your mātauranga and the taonga you bring

Requirements

All appointments are subject to:

- A full police vet check in accordance with the Children's Act 2014
- Verification of SWRB registration or eligibility

If this is you, we want to hear from you. Send your CV and a covering letter to kiaora@manaakirangatahi.org.nz by **5pm Friday 17th April 2026.**