

## **Full Job Description**

### **ORGANISATION**

Kōtare Research and Education for Social Change in Aotearoa

### **POSITION**

Project Development Worker

### **LOCATION**

Tāmaki Makaurau

### **JOB DESCRIPTION**

#### **About Kōtare**

Kōtare is a small, independent community-based organisation. We offer adult participatory education programmes aimed at supporting and strengthening the efforts of individuals, groups, networks and communities working for transformative social change. Our vision is of an economically, socially and ecologically just future grounded in Te Tiriti o Waitangi.

#### **The role**

This is an opportunity for a person with a track record in organising and an interest in participatory adult education to join Kōtare in helping us strengthen and shift all aspects of our organisation to greater involvement with and for younger generations. We have funding for a one-year initiative in which the Project Development Worker will work alongside our existing Coordinator and Trustees to advance and implement this goal.

#### **Key tasks**

- Actively engage in all aspects of Kōtare's activities
- Work alongside the Coordinator and Trust to identify and expand the network of individuals and organisations with whom we engage
- Lead the formation of a group of younger people who have a particular interest in Kōtare's work and will become an active base for supporting and developing the project's goals
- Assist with the planning, coordination, tutoring and facilitation of workshops, and with evaluation and report writing arising from programmes
- Undertake collaborative research and development around innovative workshop content and programmes that will meet the priority needs of those with whom we work
- Research & produce background content material for some workshops
- Attend and participate in relevant Trust and associated working group meetings as required
- Assist the Coordinator and Trust with other organisational and developmental tasks as required

#### **Person specifications**

We are seeking someone who:

- Supports and understands the kaupapa of Kōtare

- Is currently actively involved in groups, unions and/or other networks and movements
- Has a reasonable amount of organising and activist experience
- Has an interest in and possibly some experience of delivering participatory adult education for systemic change
- Is confident and capable in leading workshops and/or of taking a leadership role within organisations
- Engages with other people with respect and humility
- Is able to communicate well using language that is not highly academic or sectarian
- Is committed to Te Tiriti justice and has the ability to work cross-culturally
- Is willing and comfortable to engage in direct personal communication with those with whom we work (eg F2F, phone)
- Is proactive and capable of managing their own workload at the same time as consciously maintaining a well-functioning working relationship with Kōtare's Coordinator and Trustees

### **What's in it for you**

As a Project Development Worker with Kōtare you will get the opportunity to organise with and contribute to the future of an organisation which first started life in 1994 and is now looking at how best to transition sustainably beyond its founding generation. In particular, you will:

- Have the opportunity to play an intrinsic role in the further development of a group which is openly committed to strengthening the work of community organisations, unions, networks and movements on a kaupapa of economic, social, ecological and Te Tiriti-based justice
- Have flexibility as to when hours are worked, in conjunction with meeting Kōtare's expectations and the practicalities of the job
- Experience a wide range of mentoring and learning opportunities
- Develop your knowledge and skills in radical community development and participatory adult education – in practice, not just in theory
- Be supported in continuing and extending your active role in existing or potentially existing groups, networks and movements

### **Salary**

The salary is \$35.00 per hr x 32 hrs per week. Actual salary \$58,240 for one year.

### **Conditions**

It is likely that the worker will need to be able to work at least partially from home. They will also be required to take part in workshops and meetings at Kōtare's educational centre at Hōteo North, near Wellsford, sometimes for up to two or three days at a time. There may also be other travel involved, but this is hard to predict given current external economic pressures and conditions.

Monthly phone and internet allowances and KiwiSaver provided. Work-related transport costs will be covered. The job is based in Auckland and it is important that the worker is located in the region and active locally.

**Reports to:** The Project Development Worker will be supervised and supported by the Coordinator. The Coordinator and Project worker will also meet regularly with a subgroup of Trustees focused on the successful implementation of the project.

**How to apply**

Please send your cover letter and a succinct, relevant CV to [education@kotare.org.nz](mailto:education@kotare.org.nz) by **5.00pm Monday 4 May 2026**.

**Sector**

Not for Profit

**Cause**

Education which strengthens work for social, economic, ecological and Te Tiriti justice in Aotearoa.