

We are looking for a **KAIĀWHINA/OFFICE SUPPORT SUPERSTAR!**

Kaiāwhina (Part-Time / School Hours)

Monday – Wednesday (Flexible, approx. 3 hours per day)

\$30- \$35/hr, depending on skills and experience.

Hamilton East Office

About the Role

Are you looking for a fulfilling part-time role? We are seeking a motivated and proactive Kaiāwhina to join our team. The role supports a range of mahi areas including, administration, event organisation, social media, premises and resource orders. This part-time position is based in the Toimata tari in Hamilton East and requires a few hours a day from Monday to Wednesday with flexible start and finish times.

About Toimata Foundation

Toimata is a charitable trust focused on creative sustainability. Our programmes are collaborative, empowering and action focused. Our two kaupapa are Te Aho Tū Roa and Enviroschools.

What We Are Looking For

- *Organised & Reliable:* You have great time management skills, a calm approach, and a proactive, "can-do" attitude. You enjoy working as part of a team.
- *Comfortable in a bi-cultural setting:* You have an understanding of, or willingness to learn, tikanga Māori, and have good te reo Māori pronunciation.
- *Great Communicator:* You are approachable, communicate clearly, enjoy helping others and building relationships.
- *Tech Savvy:* You are competent with standard digital office software. Some knowledge of social media and website CMS platforms is helpful.

What We Offer

- A values-based organisation with a friendly, inclusive team.
- Work hours designed to fit around other life commitments.
- Great office space in Hamilton East with free parking available.

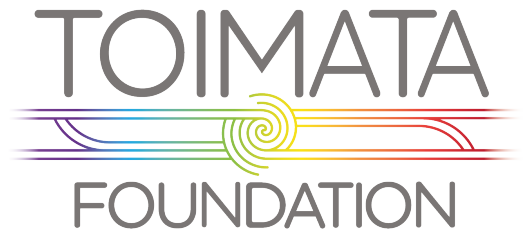
If this sounds like the perfect balance of mahi and lifestyle, we would love to hear from you! You can download the [job description here](#) or email us to get a copy. Please send an expression of interest with info about yourself and work experience to info@toimata.org.nz, by the end of day Sunday 8th November.

Holding the vision of Te Aho Tū Roa and Enviroschools



Position Description

<i>Role Title:</i>	Toimata Kaiawhina
<i>Place of work:</i>	Toimata Foundation, Kirikiriroa
<i>Reports to:</i>	Strategy & Operations Manager
<i>Hours per week:</i>	8-10 hours per week (Mon – Wed)



About Toimata Foundation

Toimata Foundation is a charitable trust focused on creative sustainability. Our programmes are collaborative, empowering and action-focused. We work closely with founding partner Te Mauri Tau. Our two kaupapa are:

- **Te Aho Tū Roa** is a kaupapa that embraces Māori culture, language and wisdom. It is a programme carried in te reo Māori, for people in Māori immersion education and community settings. Te Aho Tū Roa seeks to strengthen connections: 'People to People' - including past, current and future generations, 'People to Place' - embracing every element including the physical, spiritual, and living aspects of our world.
- **Enviroschools** is an action-based education programme in schools and early childhood settings where children and young people plan, design and implement sustainability projects and become catalysts for change in their school/centre, neighbourhoods and beyond. Enviroschools now operates at a significant scale across the motu.



We have two physical bases – the Toimata tari in Kirikiriroa/Hamilton and the base of Te Mauri Tau in Whāingaroa/ Raglan. Toimata also has kaimahi working from home in various locations across the motu.

At the heart of our organisation are our core values that guide the content of our programmes, our actions, and our relationships with others. These values are:

- **Empowerment** of individuals and communities, to be strong in our own identities and have the capabilities and confidence to be change-makers in our communities.
- **Inter-generational connection** to allow old wisdom to come together with new ideas to produce inspired solutions and strong communities.
- **The revival and survival of te reo Māori** and the integration of Māori perspectives and concepts as sustainability solutions unique to our country.
- **Manaakitanga** where people are cared for and nourished throughout their learning, their work and their lives.
- **Diversity and creativity** in people and ideas, embracing different ways of being, and working with our head, heart and hands, to stimulate individual and collective innovation.
- **Restoring ecosystems** by undertaking environmental practices and actions in all settings in which we work and live.
- **Whanaungatanga** the interconnectedness of all living things, including the physical, spiritual and emotional connection between humans, plants, animals and the wider environment.
- **Aroha** for each other and the world we live in, to bring about the healing and deep respect that a sustainable future is based upon.

Context for the Kaiawhina role

The Kaiāwhina role is based in the Toimata office and supports Toimata operations, ensuring a well-organised tari environment and providing a range of support. It is a varied and diverse role that requires a person with excellent interpersonal and communication skills, and who uses initiative to get various tasks done.

All Toimata kaimahi have shared responsibilities to:

- hold the kaupapa and values of Toimata and deepen our understanding and practice of them,
- contribute to the mauri and tikanga of the tari, the manaaki of manuhiri and the implementation of our sustainable systems,
- contribute to the aroha and manaaki for our kaimahi and all people we interact with.

Key mahi/work areas

Context for the mahi:

- The Toimata tari is a shared workspace, with tenants onsite at the premises providing acupuncture and osteopath services.
- Our kaupapa is underpinned by hauora – holistic health. Our working spaces and events support low sensory environments, connection to taiao, and diverse dietary requirements.
- We have a large network across the motu, with multiple social media channels pulled into our communications platforms.

Main responsibilities of the role:

The following table describes the main responsibilities of the role; it is not an exhaustive list but does show the shape and nature of the position.

Mahi/Work area	Description of responsibilities
<i>Tari support</i>	• Support keeping the office space feeling fresh, organised and welcoming. • Restocking kitchen supplies, first aid supplies & stationery. • Support the established environmental systems e.g. waste. • Tenant liaison. • Manage tasks on the premises maintenance schedule and liaise with service providers cleaner, recycling, pest control, garden maintenance, fire extinguisher servicing etc.
<i>Resource support</i>	• Fulfil orders for resources/rauemi – packaging & calling the courier. • Manage stock/inventory of resources/rauemi.
<i>Comms and social media support</i>	• Administrate our social media dashboard and relevant feeds, pushing new posts through to our websites. • Manually upload photos from our social media groups to our central dashboard, regional channels, and photo library. • Support with new social media and website posts as required.
<i>Event, hui and workshop support</i>	• Organising catering and venue. • Organising travel and accommodation arrangements. • Printing support material. • Supporting registration of participants. • Keeping facilitation resource boxes stocked.

Mahi/Work area	Description of responsibilities
Other Administration support	• Book training for team members e.g. first aid. • Clear post box. • Manage petty cash, including doing regular reconciliations. • Entering data into the Toimata database. • Printing, filling, and scanning e.g. historical documents for archiving.

Competencies & Qualities

The following competencies and qualities are important to be effective in this role at Toimata. They are grouped into three sections.

Specific to Toimata:

- *Kaupapa and values:* Has a personal connection to the values and kaupapa of Toimata Foundation and a commitment to integrating these into day-to-day mahi. Knowledge, experience and ability to work in an environmental kaupapa and bi-cultural setting.
- *Māori wisdoms, knowledge and reo:* Familiar with Māori concepts and tikanga and incorporates these into mahi in appropriate ways. Has excellent te reo Māori pronunciation and a growing knowledge of te reo. Is aware of the historical context for our country including Te Tiriti.
- *Collaboration:* Contributes positively to a collaborative team approach - willing to contribute ideas and to learn from others.

Personal:

- *Personal organisation:* Is organised and professional. Capable to prioritise and organise the flow of own mahi. Manages own time and avoids distraction to enable work to be done effectively.
- *Achieving results:* Self-motivated, able to work independently and takes responsibility to complete tasks and projects. Shows initiative and is 'solutions-focused'. Shows good judgement about when to check in before progressing tasks.
- *Respectful relationships:* Builds and maintains respectful relationships with others, both internally and externally. Shows empathy and understanding of the different circumstances of people in the Toimata team and our key partners. Has a calm and patient manner.

Specific to this role:

- A strong focus on manaakitanga to support a warm and welcoming environment in the Toimata tari for kaimahi and manuhiri.
- Pays attention to looking after to the mauri of the tari and surrounding whenua. Integrates sustainable practices and systems into the ongoing care of the tari and mara.
- Able to be flexible and calmly adapt when there are multiple priorities or disruptions.
- Has a clear written and verbal communication style that reflects the values of Toimata.
- Identifies ways to improve operational procedures and systems.
- Has sound computer skills and the capacity to learn new systems.
- A current full driver's license and access to a reliable vehicle for daily work duties.