

# Kaiāwhina

**Function** Kāhui Whakawhanake Kāhui

**Reports to** Te Poutaki o Te Reo Tūkutu

## Purpose of the role

The Kaiāwhina will work alongside Pae Motuhake o Te Reo Tūkutu and provide administrative support that helps contribute to the revitalisation of te reo Māori, for Māori, by Māori across the Kāhui o Te Reo Tūkutu.

The Kaiāwhina will be responsible for providing administrative services to Pae Motuhake o Te Reo Tūkutu and supporting Pae members in their roles of leading the revitalisation of the Māori language at a regional level.

Kaiāwhina support Pae Motuhake by organising and servicing key meetings that:

- a. Support Māori language revitalisation priorities and needs for Pae Motuhake o Te Reo Tūkutu
- b. Support engagement with Legacy Groups.
- c. Use research to inform decisions made about Māori language revitalisation in the kāhui/region; Support data analysis and evaluation of language revitalisation efforts across Te Reo Tūkutu.
- d. Develop a work programme and an Annual Investment Plan for Te Reo Tūkutu, and
- e. Work alongside the Pou Reo and Kaihuawaere to develop a gap analysis, enabling the Pae Motuhake to make informed investment decisions. Review, assess, and recommend proposals for investment to the Board of Te Mātāwai for approval.
- f. Assist in the day-to-day operations of the organisation.
- g. Provide administrative support to the Pae Motuhake members and Pou Reo.
- h. Help organise events, meetings, and hui. Provide secretariat support to the Pae Motuhake.
- i. Maintain and share records and documentation in conjunction with the Investment Facilitator and the Poutaki.

## Qualifications, Skills, Knowledge and Experience

You will ideally have the following qualifications, skills and experience:

- administration (including information and technology)
- an ability to proactively manage your own workload and collaborating with various stakeholders across the assigned project/s
- experience in coordinating people and events,
- with excellent communication skills with Māori language proficiency combined with an understanding of tikanga and Treaty of Waitangi principles,
- Be a passionate advocate for the revitalisation of Te Reo Māori and is an active participant in (kanohi kitea) Te Ao Māori.
- Be comfortable in Māori immersion/bilingual settings.

- Have an understanding of Microsoft Office 365, Microsoft Teams, and SharePoint for document management.
- Have a great work ethic, attitude and enjoys working as a team member, at a high level, and working collectively to get results.
- with a collaborative approach and interpersonal style that enables you to build positive working relationships with the Pae Motuhake members and kāhui,

## Relationships

The position is required to build and maintain the following relationships:

- Te Poutaki o te Pae Motuhake o Te Reo Tūkotuku
- Ngā mema o te Pae Motuhake o Te Reo Tūkotuku
- Te Poureo o Te Pae Motuhake o Te Reo Tūkotuku
- Ngā Rōpū Tūroa (Legacy Group Bodies)
- Te kaiārahi whakawhanake kāhui
- Te kaihuawaere o Te Reo Tūkotuku
- Te Tumu Whakarae o Te Mātāwai
- Te kaiwhakahaere o Te Mātāuru

### Rohe

- Kāinga, hapori and iwi

## About Te Mātāwai

Kia **Ūkaipō anō te reo** is our vision to restore the Māori language as a nurturing first language for our tamariki and mokopuna.

Te Mātāwai works collaboratively across Aotearoa to restore te reo Māori as a vibrant language used widely and ultimately to be nurtured as a first language in homes and communities.

Te Mātāwai was established to act on behalf of iwi and Māori to:

- lead the promotion of the health and well-being of te reo Māori for iwi and Māori, and at the community level;
- support, inform and influence the Crown's initiatives in protecting, promoting and revitalising te reo Māori;
- give effect, through its association with Ministers of the Crown, to the relationship of the Crown with iwi and Māori in relation to te reo Māori; and
- provide oversight and direction to the Māori Television Service in conjunction with the Minister for Māori Development and the Minister of Finance.

Te Mātāwai has an innovative organisational model that is evidence-based strategy as we seek to build capability across the Māori language revitalisation movement through relationship, resourcing and community empowerment. Te Mātāwai is committed to empowering the people of our Kāhui to lead change within their own communities, helping to foster mutual confidence in connections with communities, decision makers and government agencies. Through collaborative relationships and intelligent strategy, Te Mātāwai is redefining what the partnership model can look like, generating the conditions for systems change within Te Whare o te Reo Mauriora.

## What are Pae Motuhake?

Pae Motuhake are the lifeforce of the Te Mātāwai community investment model that seeks to ensure kāinga, hapori and iwi are at the heart of everything we do to as we work to achieve the vision of “Kia Ūkaipō anō Te Reo”. Pae Motuhake provide iwi, regional and community leadership as we seek to determine and provide rohe-led solutions for the purposes of language revitalisation. Te Mātāwai has eight Pae Motuhake: seven Kāhui ā-iwi and te Kāhui Te Reo Tukutuku; a collective that represent and support sector-based organisations and urban interests. Their function is to connect the strategies and activities of Te Mātāwai with the needs of kāinga, hapori, and iwi in their Kāhui.

