SCHEDULE OF SERVICES

Kaiāwhina - Te Kāhui ā-iwi o Mātaatua

Purpose of the Services:

The Kaiāwhina provides administration, coordination and engagement support to Te Pae Motuhake, ensuring the effective planning, delivery and administration of activities that advance the revitalisation of te reo Māori throughout the Kāhui ā-iwi o Mātaatua.

Working under the direction of the Poutaki, the Kaiāwhina supports the operational effectiveness of Te Pae Motuhake through the coordination of hui and events, stakeholder engagement, records management, reporting support and communication activities.

The Kaiāwhina will be based within Mātaatua and will demonstrate a strong commitment to te reo Māori me ōna tikanga, particularly the unique language, culture and aspirations of Mātaatua.

Services to be Undertaken:

Kaiāwhina services are delivered through a bundled service model, providing comprehensive administrative, coordination and operational support that enables Te Pae Motuhake to effectively lead and advance te reo Māori revitalisation across the kāhui.

Bundle 1 – Hui, Wānanga and Event Coordination

Provide end-to-end coordination and administration for hui, wānanga and events convened by, or on behalf of, Te Pae Motuhake. This includes planning and scheduling activities, preparing agendas and supporting materials, coordinating participant communications, registrations and logistics, arranging venues, catering and travel, providing on-the-day support, and documenting key decisions, actions and outcomes. The service ensures all engagements are professionally managed and contribute to the effective delivery of Te Pae Motuhake priorities.

Bundle 2 – Travel Coordination

Provide comprehensive travel coordination services for Te Pae Motuhake members and approved stakeholders. This includes arranging flights, accommodation and ground transport, preparing travel itineraries, managing travel enquiries and changes, and maintaining accurate travel records and supporting documentation. The service ensures travel requirements are delivered efficiently and seamlessly in support of Te Pae Motuhake activities and obligations.

Bundle 3 – Administration and Records Management

Provide ongoing administrative and information management support that contributes to the efficient operation of Te Pae Motuhake. This includes maintaining records, databases and document repositories, managing correspondence and administrative processes, supporting reporting requirements, and ensuring information is accurately maintained within Microsoft 365, Teams and SharePoint. The service supports effective governance, accountability and organisational continuity through the maintenance of secure, accessible and reliable records.

Deliverables:

Bundle 1 – Hui, Wānanga and Event Coordination

- Coordinate and deliver approved hui, wānanga and events.
- Prepare and distribute agendas, meeting materials, minutes and action items.
- Manage participant communications, registrations and event logistics.

Bundle 2 – Travel Coordination

- Coordinate approved travel, accommodation, transport and itineraries.
- Maintain accurate travel records and supporting documentation.

Bundle 3 – Administration and Records Management

- Manage correspondence, documentation and administrative requests.
- Maintain accurate records and document repositories within Microsoft 365, Teams and SharePoint.
- Provide timely information and reporting support to Te Pae Motuhake.

Essential Role Requirements:

They will be fluent in te reo Māori, demonstrate a strong understanding of tikanga Māori, and actively contribute to the revitalisation of te reo Māori through meaningful participation in Te Ao Māori. They will bring proven administration, coordination or project support experience, supported by strong organisational capability, excellent communication skills, sound judgement and the ability to effectively manage competing priorities within Māori immersion and bilingual environments. The contractor will confidently utilise Microsoft 365, Teams and SharePoint to support service delivery, records management and reporting requirements.

They will build and maintain effective relationships with Te Pae Motuhake members, Te Mātāwai kaimahi, iwi, hapū, marae and community stakeholders across the kāhui. They will demonstrate a collaborative and solutions-focused approach, apply the principles of Te Tiriti o Waitangi in a practical and meaningful way, and work proactively to achieve collective outcomes that advance the aspirations of Te Pae Motuhake and strengthen te reo Māori within the region.