

Tūturu National Delivery Lead

POSITION DESCRIPTION

Programme: Tūturu

Reports to: National Operations Manager

Hours: Full-time, (1.0 FTE 37.5 hours per week)

Location: *Auckland*

About Te Puna Whakaiti Pāmamae Kai Whakapiri | NZ Drug Foundation

Our vision is an Aotearoa New Zealand free from drug harm. Our mission is to transform the way Aotearoa New Zealand addresses drug issues. We influence this through our leadership, by supporting communities and inspiring action that promotes wellbeing, is mana enhancing and prevents drug harm.

The NZ Drug Foundation engages in some of the most challenging issues facing communities. Because of this, we invite people to work for us who share our vision and values, and who are committed to positive social justice outcomes.

We transform the way New Zealand addresses drugs through leadership, supporting communities, and inspiring wellbeing and mana-enhancing actions. This means that we:

- Commit ourselves to health equity for Māori and meeting Māori health aspirations
- Create kind, compassionate and people-centered responses to drug harm reduction
- Support communities to create solutions for themselves
- Respect the power of evidence to inform our own work and promote healthy public policy.

Working for NZ Drug Foundation

We hold high expectations of those who join our team, and in return, we are committed to fostering a work environment that is supportive, flexible, innovative and professional. Our culture is built on genuine relationships, and we pride ourselves on having a friendly, supportive culture where we prioritise treating one another as people first.

Our staff are all expected to:

- demonstrate an understanding of, and commitment to, our values and core principles outlined in our constitution, strategic plan and staff code of conduct
- work within our stated vision, mission and goals, and follow our operational policies and procedures
- ability to work both autonomously, within a team and have the ability to work outside of normal office hours
- abide by the staff Code of Conduct and individual employment agreements.
- incorporate the principles of continuous quality improvement into their activities

- ensure their own safety and the safety of others in the workplace and actively participate in maintaining a safe working environment.
- maintain and develop their skills, knowledge, and expertise.
- work to enhance the wellbeing of Māori and helping the Drug Foundation to honour Te Tiriti o Waitangi.

About Tūturu

Tūturu is a uniquely Aotearoa New Zealand approach that brings secondary schools and health providers together so that students can learn, be well, and be prepared for the modern world. Tūturu partners with secondary schools across four main areas:

- Enhancing school climate,
- Enhancing pastoral care for rangatahi at school
- Professional learning and development for school staff
- Curriculum resources for students in Years 9 to 13

Tūturu is delivered through a national network of partnered/contracted organisations.

The objectives Tūturu are:

- to enable more students stay engaged with school and to ensure that school rely less on exclusions and expulsions for alcohol and other drug (AoD) use
- to ensure that health services develop greater capacity to work with schools, whānau and school communities
- to ensure that young people are better prepared to make decisions about their health in the modern world
- Māori and Pacific students experience equitable outcomes with their peers.

Purpose of the Role

The Tūturu National Delivery Lead provides a conduit between the National NZ Drug Foundation Team and the Tūturu Regional Leads network. This role ensures that the Tūturu Leads are well supported to deliver the Tūturu programme consistently across all the motu, ensuring programme efficacy.

This is a people-facing coordination role. The National Delivery Lead is the first point of contact for Tūturu Leads on matters associated with the implementation of the programme.

Key Relationships

Reports to	National Programme Manager
Direct reports	Tūturu Lead - Wellington
Internal	National Programme Manager, Project Coordinator, Tūturu Senior Leads, Tūturu Leads, NZ Drug Foundation staff
External	Secondary school senior management and pastoral care staff, community-based mental health AoD providers, Problem Gambling Foundation

Key Accountabilities

1. People Leadership and Team Coordination

Accountability	Standards / Achievements
Relationship management of Tūturu Leads	- To support and coach the Tūturu Leads through relationships/influence rather than through line-management apart from the NZ Drug Foundation employed Tūturu Lead/s - Coordinate the Tūturu Leads network - Act as the first point of contact for Leads on implementation issues, escalating to the National Programme Manager where needed - Support Leads to deliver a whole school approach and to maintain high-quality and consistent service delivery across secondary schools - Conduct regular one on ones and team hui to maintain connection and team cohesion - Foster a collaborative, supportive team culture across a geographically dispersed network - Work with the Senior Leads when required to ensure consistency of practice/programme efficacy across the Tūturu network
Recruitment, Onboarding/induction	- Work with our network of AoD/community providers to recruit, onboard new Leads into the Tūturu network. - Work with the National Programme Manager to induct new Leads.
Training and Development Hui	- Facilitate peer learning and shared practice across the Tūturu Leads network - In collaboration with the Tūturu Leads/ National Team identify any training and or development needs required by the Tūturu network. - Organise the training hui for the Tūturu Leads network.

2. Service Delivery Coordination

Accountability	Standards / Achievements
Delivery and Implementation	Monitor delivery and implementation activity and flag gaps, risks, or capacity issues to the National Programme Manager
Quality and consistency	- Support Leads to deliver Tūturu consistently to maintain the efficacy of the programme - Identify patterns or issues in delivery quality and work with the national team to identify and implement solutions if and when required.

3. Data Collection and Reporting

Accountability	Standards / Achievements
Data coordination	- Coordinate the collection of delivery data, participation figures, and outcome information from each of the Tūturu Leads - Maintain the accuracy of the Tūturu Dashboard ensuring that it is current, and includes all Tūturu sites/and Leads

	• Ensure data is submitted accurately and on time, in line with monitoring and evaluation requirements • Support Leads to understand and embed data collection into their regular practice • Liaise with the Project Coordinator on data collection requirements and reporting timelines • Ensure that outcomes of the School Wide Reflection Tool are captured (annually)
Reporting support	• Contribute to contract and delivery reporting as and when required • Provide insight to inform programme improvement.

4. Equity and Te Tiriti

Accountability	Standards / Achievements
Hauora Māori and Pacific equity	• Actively support Tūturu's commitment to equitable outcomes for rangatahi Māori and Pacific students • Support the organisation's obligations under Te Tiriti o Waitangi

5. Organisational Responsibilities

Accountability	Standards / Achievements
Health and safety	• Proactively identify and respond to risks to self and others • Ensure that leads follow organisational health and safety policies and reporting procedures • Be aware of and responsive to wellbeing needs across a dispersed team
Digital and systems	• Digital fluency across Microsoft 365, scheduling tools, CRM systems, and data platforms • Maintain accurate records of team deployment, activity, and data submissions
Continuous improvement	• Demonstrate flexibility and strong organisational skills to meet service delivery requirements • Proactively identify and act on opportunities to improve coordination and team support

Person Specification

	Requirements
Qualifications	• Relevant tertiary qualification (e.g. education, public health, social sciences, management) or equivalent experience
Experience	• Proven experience in a people leadership or team coordination role • Experience managing or supporting a dispersed or school-based team • Experience working in an education, health, or community services context is preferred • Proven operational management experience is preferred

Skills and knowledge	• Strong people skills — able to build trust, support performance, and manage conflict constructively • Organised and systematic — able to manage schedules, logistics, and multiple moving parts • Clear communicator, both written and verbal, across a range of audiences • Understanding of hauora Māori, Te Tiriti, and health equity principles • Knowledge of the secondary school or AOD sector is helpful but not essential
Personal attributes	• Warm, approachable, and trusted by the people they manage • Calm under pressure and able to prioritise in a complex environment • Self-motivated and able to work autonomously as well as collaboratively • Attentive to detail without losing sight of the bigger picture • Committed to continuous improvement and reflective practice • Aligned with the Drug Foundation's values and kaupapa