

Tūturu Project Coordinator

POSITION DESCRIPTION

Programme: Tūturu

Reports to: Tūturu Director

Location: Auckland/Wellington (national role)

Hours: Full-time, (1 FTE 37.5 hours per week)

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.

Te Puna Whakaiti Pāmamae Kai Whakapiri 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 Te Puna Whakaiti Pāmamae Kai Whakapiri

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

Purpose of the Role

The Tūturu Project Coordinator provides project management capacity to support the on-going implementation of the Tūturu programme. This role coordinates project workstreams including some reporting and monitoring functions.

Key Relationships

Reports to:	Tūturu Director
Direct reports:	None
Internal	Tūturu Director, National Programme Manager, Tūturu Senior Leads/Leads, NZ Drug Foundation staff
External	Tūturu Leads, Senior Leads and Regional Lead Contracted Provider Partners -Mental Health and Alcohol and other Drug Providers/Community based health and social service providers. Problem Gambling Foundation, secondary school senior management, education and community based mental health AoD providers, subject matter and curriculum experts. Curriculum experts.

Key Accountabilities

1. Project Coordination

Accountability	Standards / Achievements
Project Coordination	• Maintain an overview of all Tūturu project workstreams, timelines, and interdependencies • Develop project document (project plans/scopes/briefs) and manage project delivery, tracking progress and flagging risks or delays early

	• Identify and escalate issues that may affect the delivery of Tūturu or specific projects • Coordinate and support projects as they arise • In conjunction with the Tūturu Director undertake projects that support the aims and objectives of Tūturu
Data Collection and Reporting	• Working with the Tūturu National Delivery Lead, coordinate data collection from the Tūturu regional network in order to populate the evaluation monitoring framework • Support the preparation of briefings, reports, and presentations for a range of audiences as and when required.

2. Resource Workstream Coordination

Accountability	Standards / Achievements
Project Development	• Manage project workflows in collaboration with any working parties, subject matter experts, curriculum developers, educators or the Tūturu regional network.
Digital and web content	• Ensure resources are accessible on the Tūturu website and available to key stakeholders • Ensure that the data collection tools e.g. Story Bank and the Tūturu Dashboard are functioning and enabling data to be uploaded by the Tūturu regional network

3. Data Collection and Reporting

Accountability	Standards / Achievements
Data collection and systems	• Manage systems for collecting quantitative and qualitative data from Tūturu Leads, schools, and associated data sources • Ensure data quality, integrity, consistency, and confidentiality • Support the Tūturu Regional Team to embed data collection into regular practice
Reporting	• Coordinate analysis and reporting on programme progress against targets and outcomes • Working with the National Tūturu team support the dissemination of learnings through reports, presentations, and website content • Contribute to the production of funder and stakeholder reports

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
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Health and safety	• Proactively identify and respond to risks to self and others • Follow and support others to follow organisational health and safety policies and reporting procedures
Digital systems	• Digital fluency across Microsoft 365, project management tools, CRM systems, survey tools, and data platforms • Comfortable uploading and managing content on websites
Continuous improvement	• Demonstrate flexibility and strong organisational skills to meet service delivery requirements • Proactively identify and act on opportunities for continuous improvement

Person Specification

	Requirements
Qualifications	• Relevant tertiary qualification (e.g. public health, education, social sciences, project management) or equivalent experience
Experience	• Proven experience in project management/ project coordination, ideally in a health, education, or in a community context • Experience managing multiple workstreams, timelines, and competing priorities • Experience working with diverse stakeholders across multiple organisations • Experience collating information for reporting • Experiencing collecting information, entering it accurately, and analysing it
Skills and knowledge	• Strong organisational and project management skills • Clear written communication — able to write plain English for reports, briefs, and resources • Analytical thinking — able to make sense of data and present it to multiple stakeholders/audiences • Digital fluency across Microsoft 365, project management tools, CRM systems, and survey tools • 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	• Strong relationship-building and interpersonal skills • Self-motivated and able to work autonomously as well as collaboratively • Attentive to detail without losing sight of the bigger picture • Adaptable and calm under pressure • Committed to continuous improvement and reflective practice • Aligned with the Drug Foundation's values and kaupapa

