



community law

free legal help

wellington and hutt valley

**COMMUNITY LAW WELLINGTON & HUTT VALLEY**  
**POSITION DESCRIPTION:**  
**KAITIAKI O TE WHARE MAHI O TE AWA KAIRANGI**

<b>POSITION:</b>	Kaitiaki o te Whare Mahi o te Awa Kairangi (Kaitiaki TAK)
<b>HOURS OF WORK:</b>	37.5 hours
<b>TERM:</b>	Fixed term for 12 months
<b>STARTING SALARY:</b>	<b>\$52,000-\$54,775</b>

## INTRODUCTION

Community Law Wellington & Hutt Valley (CLWHV) is a registered charity, providing free legal advice and information for those in our community with unmet legal needs. Our vision is for a society where those with least resource have as much as, or more, access to justice than those with the most. We have two offices, one in Te Awa Kairangi (Lower Hutt) and one in Whanganui a Tara (Wellington City). This position is primarily based in Te Awa Kairangi as the kaitiaki of that whare mahi (office), but will include occasional work at our Wellington office also for hui and other activities.

The Kaitiaki o te Whare Mahi o Te Awa Kairangi (Kaitiaki TAK) has primary responsibility for the office management of the TAK office. They also have oversight responsibility for the provision of legal rights education in the community, under our contract with the Ministry of Justice.

The position requires someone with strong and demonstrable commitment to Te Tiriti o Waitangi, excellent people skills including communication and relationship-building, and a good sense of motivation and drive. It is an opportunity for a passionate and values-driven person to contribute to fostering a smooth, safe, and healthy working environment for our kaimahi and kaitūao (staff and volunteers) in the TAK office, and to make a tangible difference in our local communities through the delivery of legal education and other client services by CLWHV.

## KEY TASKS

The Kaitiaki TAK has key responsibilities in two areas – office management of our Lower Hutt office, and Kaiwhakahaere of our Legal Rights Education (LRE) programme.

### Office Management

The office management components of this role require someone who is passionate about health and safety, is well-organised and responsible, and who has a keen sense of manaakitanga. This includes:



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1. Monitoring staff numbers in the TAK office to ensure adequate staffing levels
2. Supporting kaiwhakamanawa and rōia as needed on legal advice sessions
3. Maintaining office systems, including coordinating office supplies and services, and liaising with the building manager
4. Liaising with external users of our offices, such as restorative justice facilitators and local lawyers
5. Overseeing client data entry and office administration alongside other administrators
6. Assisting in the development of a triage process for all free legal help services, and ensuring that services are continually improved according to their impact in the community
7. Monitoring and quality ensuring client-follow up for TAK clients, including liaising with our community lawyers, volunteer lawyers, and our Legal Entities Project Coordinator
8. Shared maintenance of office spaces
9. Leading the Health and Safety systems at TAK, including:
  - a. Contributing to policy development
  - b. Responding to client incidents
  - c. Maintaining records of clients that pose risk, including trespassed clients
  - d. Maintaining emergency supplies and First Aid Kit.

## LRE Coordination

The Kaitiaki TAK is responsible for supporting the successful delivery of legal rights education in our communities and reporting on these numbers to the Ministry of Justice. This includes:

1. **Effective delivery of LRE:** Collaborating with, and providing coordination for, other kaimahi doing education to ensure CLWHV's capacity is being used effectively and we are targeting priority groups
2. **Assisting Pou Whirinaki (Services to Māori):** Our contract with MOJ includes specific targets for education in Māori communities. LRE Coordination includes supporting Pou Whirinaki in the delivery of their education programme
3. **Coordination:** Coordinating the planning and development of the legal education programme with other education kaimahi at CLWHV. This includes leading the Rights Education Programme, legal education delivery to community groups, and support to other education sessions. It also requires coordinating and training a volunteer base in conjunction with the Community Justice Project to extend the reach of our education programme, including Rights Education Project volunteers
4. **Contract Reporting:** Collating and completing data reporting to the Ministry of Justice on all education activity, quarterly and annually, using our databases and spreadsheets. This includes tracking our contracted targets and ensuring they are met, and supporting other staff to enter their data and inducting them on data entry for education mahi
5. **Resources:** Ensuring appropriate and innovative resources are available for the delivery of legal education, in collaboration with other kaimahi.



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## OTHER TASKS

The Kaitiaki TAK will have shared responsibility for a range of work responsibilities performed collectively by staff at CLWHV. This includes:

1. Upholding Te Tiriti o Waitangi and contributing productively to bicultural practise at CLWHV
2. Running legal sessions (being kaiwhakamanawa) as part of a roster
3. Responding to client enquiries in person, over the phone, and over email
4. Attending regular team meetings and staff meetings
5. Attending staff trainings, and assisting in the provision and coordination of staff trainings
6. Upholding the contract between CLWHV and the Ministry of Justice, including working towards our outcome targets, contributing to the provision of services, and participating in reporting
7. Contributing to recruitment and induction of new staff
8. Providing input into CLWHV's daily operations, policies, systems, and strategic planning
9. Contributing positively to CLWHV's public image
10. Participating in activities with other Community Law Centres throughout Aotearoa
11. Adhering to the principles of collective management as adopted by CLWHV, including:
  - a. Robust communication
  - b. Collaborative decision making in line with our processes
  - c. Staying responsible and accountable to your peers.

## SKILLS AND QUALITIES WE SEEK

We are primarily interested in your raw skills and character, your commitment to our cause, and your ability to learn. However, the successful candidate will likely demonstrate the following:

### Work Skills

- Knowledge of te reo Māori me ōna tikanga
- Understanding of, and ability to apply, the principles of Te Tiriti o Waitangi
- Excellent communication skills
- Strong people skills and relationship building skills
- Experience in office management and health and safety
- Experience in coordinating the delivery of services to a community
- General computer literacy, including experience with Microsoft Office
- Strong organisation and time-management skills, and a keen attention to detail.

### Relationships

- Awareness of te reo Māori me ōna tikanga



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- Understanding of, and ability to apply, the principles of Te Tiriti o Waitangi
- Sensitivity to the cultures and languages of the many ethnic groups of Aotearoa
- Working knowledge of the issues facing many groups of people around Aotearoa
- Experience working within community groups, or closely alongside them
- Strong people and justice-focused values
- Excellent relationship-building skills.

### **Collective Management**

- Excellent communication skills
- Ability to work without close supervision
- Ability to make decisions collaboratively
- A high level of initiative and motivation
- Ability to work under pressure and cope with competing demands
- Good organisational and time-management skills.