



community law
free legal help
wellington and hutt valley

COMMUNITY LAW WELLINGTON & HUTT VALLEY

POSITION DESCRIPTION:

KAIĀWHINA KAITŪAO – VOLUNTEER COORDINATION ASSISTANT

POSITION:	Kaiāwhina Kaitūao – Volunteer Coordination Assistant
HOURS OF WORK:	9 per week
TERM:	Fixed term maternity leave cover for 6 months
SALARY:	\$43,095 (pro-rata - \$22.10 per hour)

INTRODUCTION

Community Law Wellington and Hutt Valley (CLWHV) is a registered charity that provides free legal advice and information to those who are otherwise unable to access legal help in Wellington & the Hutt Valley. This work includes providing free legal education and promoting law reform in the interests of its clients.

The Kairuruku Kaitūao (Volunteer Coordinators) support our team of legal volunteers across our drop-in sessions, Student Rights Service national phoneline, and local outreach clinics. We oversee a large roster of lawyers and law students, recruit and train new volunteers, organise trainings, and supervise several of CLWHV's free drop-in advice sessions on a weekly basis.

Our team currently consists of two part-time volunteer coordinators. We are looking to recruit an assistant for the VC team, on a fixed term of 6 months to cover parental leave. The days and hours of work are flexible, although the successful candidate will need to attend the weekly VC hui on Thursdays.

KEY RESPONSIBILITIES

The primary responsibility of the Kaiāwhina Kaitūao is the administration and smooth running of the Volunteer Programme. Key tasks include:

- Acknowledging new applications to the volunteer waitlist
- Sending the volunteer biennial survey and collecting responses
- Supporting and collating the client satisfaction survey and report
- Assisting with the roster, arranging last minute cover, monitoring and following up absences
- Updating volunteer resources and training materials
- Keeping volunteers updated by refreshing volunteer spaces – online and in our offices
- Liaising with the Volunteer Sub Committee.

OTHER TASKS

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

- Assisting in our free legal advice sessions
- Participating in all-staff meetings
- Supporting CLWHV's systems, policies, procedures and daily operations
- Contributing positively to CLWHV's publicity and reputation



community law

free legal help

wellington and hutt valley

- Participating in activities involving other community law centres
- Adhering to the principles of collective management as adopted by CLWHV, including
 - Robust communication
 - Collaborative decision making
 - Staying responsible and accountable to your peers.

SKILLS AND QUALITIES WE SEEK:

Skills

The Kaiāwhina Kaitūao will display the following key skills:

- Administrative experience
- Excellent oral and written communication skills
- Great organising and problem-solving skills
- Ability to work independently
- A high level of initiative and motivation.

Values

We are a values-based organisation and are looking for someone who:

- Has a commitment to CLWHV's philosophy
- Has an understanding of, and ability to apply, Te Tiriti o Waitangi
- Is able to work productively in a bicultural structure
- Demonstrates sensitivity to the cultures and languages of the many ethnic groups of Aotearoa, and the ability to work in a way which is appropriate to the needs of these groups.
- Can demonstrate and promote CLWHV's values of manaakitanga, kotahitanga and rangatiratanga.