

Job Description:

Navigator (Year 9 and 10)

"I Have a Dream" Charitable Trust New Zealand

I Have a Dream's mission is to significantly increase educational engagement and achievement for low-income students in both school and tertiary, inspiring and enabling them into meaningful employment, thereby contributing to their own and New Zealand's sustainable future.

Collectively working together with schools, students, their families, the community, non-profit, education and business partners, we will co-develop a wraparound programme of support from early childhood through to tertiary and/or employment. By doing so, we will break the cycle of poverty, one community at a time.

Our programme operates within the Tikipunga/Otangarei communities of Whangarei and we will expand our reach over the next 10 years to impact every child attending the 4 local low-decile schools involved.

Navigator

The Navigator role is the fundamental point of difference in the I Have a Dream model. We make no apology that this is a dynamic and challenging role.

The Navigators' primary role is to be the aspirational glue in the system for their students, connecting the dots between student / family / school / community / business / service providers.

A full-time Navigator is assigned to each year level of students across our 4 schools in the community and grow up with that year level of students through their educational lives. This specific role will be starting with students who are currently in year 9 and have been in the programme since I Have a Dream begun in Whangarei in 2016. Across the three primary schools, each year level can have a caseload of up to 100 students during the primary school years. This role currently has 40 dreamers signed up with a potential of 50 students in that year level working only in Tikipunga High School.

Major responsibilities include taking personal responsibility around each student's education and social needs to ensure students ultimately achieve educational, career and life success. The role includes delivering programmes for children, mentoring, guidance, goal setting and academic interventions. In addition they will be responsible for coordination, monitoring, tracking, and in depth collaboration with our organisational partners.

This position reports directly to the I Have a Dream Programme Operations Manager.

Primary duties will include:

- **Dreamer Relationships and Programme Delivery**
 - o Build close and trusted relationships with each Dreamer in the year level by making regular and consistent contact and investing time into their lives

- o Conduct programming, including after school programmes each day, and coordinating organisational partners' services to ensure that each student has the best opportunity to pursue their education and career goals.
- o Deliver intentional, high quality programmes and interactions with Dreamer's through well thought out and forward planning
- **Collaboration:**
 - o Extend and connect Dreamer relationships into the family/whanau, school teacher/staff and IHAD partners/service providers
 - o Collaborate closely with the teachers, service providers and family/whanau to ensure that the student's needs are identified and are being met.
 - o Integrate and support assigned third party service providers and volunteers.
 - o Create and maintain highly productive relationships of reliability between I Have a Dream staff, host school staff, community organisations and families.
- **Administration:**
 - o Assure completion of all required reports.
 - o Enter, track and update data in the Case Management System.
 - o Meet the health and safety requirements of the organisation
 - o Contribute to the wider organisational activities including marketing, promotions, stakeholder engagement or development work where required
- **Personal and professional values alignment:**
 - o Shares an understanding of the I Have a Dream values and mission, a commitment to Te Tiriti o Waitangi and the strengths based, aspirational philosophy.
 - o Makes decisions and takes actions in the light of what will be in the best interests of I Have a Dream, and the needs of the young people.
 - o Operate, succeed and maintain accountability in a low oversight-high trust environment
 - o Participates in relevant professional development and appropriate self-care.

Required qualifications/characteristics:

- Minimum undergraduate diploma or degree; preferably in education, social work, human services, youth work or a related field (potential to consider candidates who don't have a formal qualification but have a long track record of work experience in this field).
- Passionate advocate for children having access to equitable opportunity with a commitment to our mission and goals, holding an aspirational view for all children and young people.
- Can quickly build trusting quality relationships with children and young people.
- Can traverse the worlds between a young person and the professional adult relationships with teachers, parents, community and organisational leaders etc.
- Self-starter, organised, team player and creative with strong leadership skills in solving problems and realising opportunities with a positive attitude
- Excellent writing/editing and verbal communication skills.
- Understanding of at-risk populations and different cultures – especially Maori / Pasifika - and works effectively with diversity and culture.
- Understanding of the New Zealand education system and practices.
- Competency in understanding primary through tertiary education issues.

- Understanding of non-profit operations.
- Strong experience as an implementer who thrives on managing a variety of key initiatives
- Strong experience in collaboration and relationship building with proven success with creating and managing successful partnerships
- Preferably a minimum of five years of experience in working with young people/families.
- Preferably a minimum of two years within a self-managing role with young people.
- Database and program management tracking experience preferred, but not required.
- Bilingual in Te Reo or a Pacific Island language is an advantage, but not required.
- Full New Zealand Drivers Licence required

Salary and Benefits:

- Competitive Salary (ranging \$45-50k per annum)
- Hours: Typically 8.30am - 5.30pm Monday to Friday, but must be flexible, including occasional nights and weekends
- 4 weeks of vacation time per year, which must be taken at allocated school holiday periods.