# Ministry of Social Development logo

# Project Coordinator, Youth Parliament

##  Māori, Communities and Partnerships

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## The outcomes we want to achieve

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| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

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| --- | --- |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

The Project Co-ordinator will support the Project Manager in planning and implementing all aspects of Youth Parliament, including Youth members of Parliament (MPs) and Youth Press Gallery members four month tenure (Monday 28 April to Friday 29 August 2025) and the two-day Youth Parliament event which is scheduled for Tuesday 01 and Wednesday 02 July 2025 in the Parliamentary precinct in Wellington.

Specific areas of responsibility include:

1. planning for Youth Parliament in association with key stakeholders
2. supporting the selection of Youth MPs and Youth Press Gallery members
3. developing and maintaining databases
4. developing programme content
5. supporting the planning and delivery of official events including the Official Opening processes, and social functions
6. providing administrative and information support for Governance Groups and Officials
7. developing and monitoring media and communications
8. liaising with external suppliers including sourcing quotes for required services
9. coordination of content, booking and logistics for Youth MP and Youth Press Gallery training, at the beginning of their six-month tenure, and ahead of the two-day event
10. managing all booking and logistics for the two-day Youth Parliament event including travel and accommodation
11. deputising for the Project Manager if and when required.

### Location

Wellington National Office

### Reports to

Director Youth

## Key responsibilities

### Event Coordination and Planning

1. Participate in the development and implementation of the Youth Parliament project
2. Coordinate key event logistics including travel, transport, accommodation, catering and security requirements for the project
3. Develop and maintain databases for Youth MP and Youth Press Gallery members
4. Development and monitoring of communications tools, techniques and channels as related to events management

### Written and Oral Communication Skills

1. Contribute to, coordinate and administer reports and papers to Governance Groups for Youth Parliament
2. High standards of written work for preparation of memoranda, report and correspondence
3. Develop and monitor communication and media documentation, including developing and publishing social media content
4. Communicate effectively with a variety of audiences in a number of different formats.

### Relationship Management

1. The ability to work with a diverse range of internal and external stakeholder groups, including Maori communities and with Maori stakeholders
2. Maintain effective working relationships with key external and internal stakeholders
3. Establish and maintain effective relationships with MYD managers, MSD staff and regional teams
4. Act in a manner that is consultative and collegial.

### Risk Management

1. Identify any organisational risks and take preventative action to remove or minimise their impact
2. Keep the Project Manager informed of any risks and / or issues which may impact on the Ministry’s reputation

### Work Programme

1. Complete all duties and responsibilities in accordance with your Performance and Development Agreement and as outlined in the MYD Work Programme, business plan and Youth Parliament project plan

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

1. An appropriate tertiary qualification or relevant practical experience in an event or project-based environment
2. Demonstrated organisational and coordination skills including the ability to perform a range of tasks under competing demands, and deliver within quality parameters and time frames
3. Knowledge of and experience in developing communications tools, techniques and channels as related to events management
4. Highly developed written and oral skills
5. Exercises sound judgement and political sensitivity
6. Demonstrated ability to manage relationships at all levels and effectiveness in establishing and maintaining relationships with individuals, groups or agencies external to the organisation
7. Competence in the use of the Microsoft suite of products
8. Ideally facilitation and presentation skills

## Attributes

1. Strong relationship builder
2. Highly developed written and oral communication skills
3. Organised and methodical in approach
4. Exercises sound judgement and political sensitivity
5. Flexible, adaptable and pragmatic
6. Strong client focus

## Key relationships

### Internal

* Youth Parliament Internal Governance Group members
* Youth Parliament Project Manager and Project Team
* MSD Policy managers and staff
* Ministry of Youth Development managers and staff
* MSD communications
* Other MSD staff

### External

* Speaker of the New Zealand House of Representatives, and staff of the Office of the Speaker
* Multi-Party Steering Group members
* Ministers and their staff
* MPs
* Parliamentary Services staff
* Media professionals
* Suppliers, eg photographers
* Staff from other government agencies and organisations

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required