



Job Description

NET	
Employees must believe in and have a commitment to the Mission statement and objectives of NET	
Job Title	Tautoko For Tane – Program Delivery Lead
Reports to:	Executive Director
Reviewed	5 June 2025
Key relationships:	NET staff Families/Whānau Community Groups Social Services Agencies Oranga Tamariki Ministry of Social Development Other stakeholders as required
PURPOSE OF THE POSITION	
<p>To provide program leadership for the Tautoko For Tane Program and its alignment to Te Huringa o Te Ao framework set out by the Ministry of Social Development, to support men in violence to change behaviour. To do so in accordance with NET's funded contracts, policies, procedures, and strategic direction. The Program Lead works closely with the Executive Director to ensure services meet the contractual requirements.</p>	

KEY ACCOUNTABILITIES	
COMMUNITY LIAISON	Champion the Kaupapa of Te Huringa o Te Ao and build a profile for the NET Tautoko For Tane program
	<ul style="list-style-type: none"> ● attending meetings as required ● in conjunction with Executive Director, work to build our profile as a reliable and professional agency ● promoting NET to service groups and other potential funders/supporters/sponsors
GROUP PROGRAMMES	Provide leadership and oversight of Tautoko for Tane Group programmes by:
	<ul style="list-style-type: none"> ● working closely with Group Program Leads to develop group activities, that meet the requirements of our contracts with funders
PERSONAL DEVELOPMENT	<ul style="list-style-type: none"> ● Participating in regular supervision as required by NET's supervision policy ● Being willing to continue to learn and undertake ongoing professional development
TREATY OF WAITANGI	All staff work together to honour the Treaty of Waitangi by upholding and promoting our partnership all sections of NET

PERSON SPECIFICATION	
Qualifications/Experience	<ul style="list-style-type: none"> ● Group Facilitation experience ● A recognised qualification and/or years of relevant experience ● Knowledge of the Hutt Valley community ● An understanding of strengths based practice ● Negotiation and conflict resolution skills ● Have a clean and full driver's licence
Communication	<ul style="list-style-type: none"> ● Excellent oral and written communication skills ● The ability to gather data, compile information and prepare reports to a high standard ● Seeks advice when necessary ● Is computer literate – Word, Excel and emails
Relationships	<ul style="list-style-type: none"> ● Works closely and in cooperation with others ● Uses a collaborative approach for sharing ideas and information ● Resolves conflict by encouraging or facilitating a beneficial resolution ● Be committed to the development of families ● Builds strong relationships within NET as well as with other organisations
Leadership	<ul style="list-style-type: none"> ● Leads people to work effectively together ● Builds team spirit, actively promoting a friendly climate, good morale and cooperation which enables the team to achieve its results ● Inspires others, acts as a role model, generates enthusiasm and commitment to the vision ● Ability to identify opportunities and provide input into directions for NET staff
Viewpoint	<ul style="list-style-type: none"> ● Demonstrates a broad understanding of the NET organisation and service, community organisations, and trends in infant mental health within NZ and internationally ● Familiarity with the particular problems and strengths of non-profit organisations and the ability to build on those strengths ● Uses creative and conceptual thinking processes to understand, describe and solve situations or issues ● Works independently on own initiative, involving others in a timely way ● Has an excellent understanding of the issues affecting families particularly in the areas of poverty, family violence, health and other negative social issues that impact on them. ● Has an understanding of gender issues

Personal Characteristics/Abilities	<ul style="list-style-type: none">● Adaptability and flexibility in working within changing environments● Ability to use common sense and problem solving techniques when required● Ability to organise workload by efficient use of time, setting targets and achieving them● Possesses good self-care skills and aware of the need to set boundaries between personal and work demands● Has a sense of humour● Demonstrated ability to persevere through periods of heavy workloads and in stressful situations● An interest in furthering knowledge and expertise through training and/or professional development
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