

ADRA New Zealand

Programmes Coordinator (Disaster Ready Church)

Commitment: Full-time

Location: Auckland - New Zealand



About the role

ADRA New Zealand is seeking an experienced and motivated Programmes Coordinator to join our National Programmes team.

The successful applicant for this role will contribute to the strategic direction and delivery of ADRA New Zealand's national programme and be responsible for the development and coordination of the Disaster Ready Church initiative and national emergency response by:

- supporting the development of resources to successfully support churches to become disaster ready
- facilitating the successful training, monitoring and follow up for churches committed to being disaster ready
- Coordinating the effective response to national emergencies within NZ in collaboration with the ADRA NZ team and network of churches and volunteers

The Programmes Coordinator is an integral member of the ADRA New Zealand Team led by the Chief Executive Officer, and will have connection and collaboration with team members, and within the Adventist Church network in the course of carrying out their responsibilities and partnering for impact.

A copy of the Position Description for the role is included at the end of this document.

About ADRA New Zealand

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into over 100 countries, we are motivated by our faith, to enable people and communities in New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

ADRA New Zealand is fully accredited with the New Zealand Foreign Affairs and Trade and Council for International Development.

Our Values – We conduct our work by being:

Connected – working collaboratively for the best outcome for those living in poverty or distress.

Courageous – persevering through challenging situations.

Compassionate – empathising with the communities we work with and with each other.

Selection Criteria

Essential

1. Commitment to the purpose of ADRA, and to the achievement of our overall strategy and priorities with demonstration of our ADRA values and desired team culture lived out in all aspects of work practise.
2. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA New Zealand.
3. Related industry qualifications with at least 3 years plus experience that has developed the necessary skills.
4. Innovative and strong problem solving, negotiating, and influencing skills to achieve desired outcomes.
5. Ability to develop and implement workshops and learning experiences to support church engagement.
6. Outstanding communication, interpersonal skills and cultural competencies, with the ability to interact with people from various backgrounds and ages.
7. Ability to work under pressure, and in high stress situations to successfully support others to perform.
8. Ability to use MS Office (MS Word, Excel, Outlook, Teams, Power Point) and affinity for learning new platforms.
9. Proven and demonstrated organisational and time management skills.

Adventist Development and Relief Agency New Zealand

Street Address
Postal Address
Website

124 Pah Road, Royal Oak, Auckland 1023
PO Box 24-111, Royal Oak, Auckland, 1345
www.adra.org.nz

Phone +64 9 625 0888
Toll Free 0800 499 911

Desirable

1. Ability to engage proactively with churches, community groups
2. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose and compliant with overarching protocols in developing and maintaining long lasting relationships.
3. Ability to be agile, flexible, and adaptable to change.

Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in New Zealand.
- Commitment to abide by the ADRA New Zealand Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA New Zealand takes the prevention of sexual misconduct, harassment and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA New Zealand recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether or not they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in New Zealand or overseas. This is included in the Job Application Form.

How to Apply

Please review the following Position Description which includes essential criteria, desirable criteria, and other relevant information. If you would like to speak to someone about this position, please feel free to contact the ADRA New Zealand Chief Executive Officer on 021 342318 or via email kerynmccutcheon@adra.org.nz

To apply, candidates must address the selection criteria in their application letter providing examples of past experiences and qualifications. Applications will close on the 1st of September, however we will be interviewing suitable candidates as they apply. Please forward your letter and resume, along with the names of three work related referees to: info@adra.org.nz

If you have questions or need further information, please contact:

Mavis Crawley
Phone 0800 499 911
Email info@adra.org.nz

ADRA New Zealand is on a committed journey to work and lead from our Christian faith-based ethos, to grow in our understanding of the privilege to work in bicultural Aotearoa, and at all times be a child-safe, PSEAH dedicated, inclusive and EEO employer.

The appointing body reserves the right to fill this position at its discretion and to close applications early.

See Position Description following.

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**Connected
Courageous
Compassionate**

Position Title:	Programmes (Disaster Ready Church) Co-ordinator	Full / Part Time:	Full Time
Department:	National Programme and Partnership Unit (NPPU)	Revised Date:	July 2023
Reports To:	CEO (or National Programmes Director if in place)	Remuneration:	Division Wage Schedule (DWS)

ADRA'S PUPOSE: To serve humanity so all may live as God intended – free from poverty and injustice!

Purpose of Position: A basic statement that describes the intent of the position.

The Programmes Coordinator contributes to the strategic programmatic priorities and direction of ADRA NZ's domestic programme; by leading the development and coordination of the Disaster Ready Church initiative; insuring facilitation, resourcing, reporting and promotion are enacted in relevant, effective and a timely manner. They also take the lead in national emergency responses, coordinating the NEMP and related activities within the ADRA NZ team.

Behavioural Expectations: Our code of Conduct - How we do things in our organisation that underpins our values.

Commitment to uphold and live out; ADRA's values and mission through collaborative teamwork, our faith-based Christian ethos, and ADRA NZ's Code of Conduct and related policies.

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

An undergraduate degree within relevance to teaching or programme management is preferred. At least 3 years experience working in roles that include planning, teamwork and presentation of information, working with diverse and faith based organisations is essential.

ADRA Competency Framework:: Competency towards mastery in the following:

3.1 Relating & Networking	3.2 Persuading & Influencing	3.3 Presenting and Communicating Information	6.1 Planning & Organising	8.2 Delivering Results and Meeting Stakeholder Expectations
Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.	Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.	Speaks fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.	Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.	Focuses on stakeholder's needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.

Desirable Criteria: Additional competencies that will assist in the context and effective delivery of the role.

- Understanding of the Treaty of Waitangi and commitments
- Skills or experience in community service programme planning or delivery

Key Responsibilities: *The things that the person needs to be responsible for to successfully fulfil the obligations of this position.*

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
DISASTER READY CHURCH DEVELOPMENT	<ul style="list-style-type: none"> Contributes to the development of a strategic and practical approach to integrating a sustainable DRC programme in New Zealand's domestic programme Coordinate the development and improvement of guidelines, manuals, and training materials, relevant to the DRC program within the overall equipping strategy Coordinate the development and use of online platforms to support the DRC program Identify appropriate funding opportunities and contribute into the development of proposals and budgets 	<ul style="list-style-type: none"> DRC strategic framework within overarching domestic programmes is developed with identified measurable quarterly and annual priorities and actions Domestic programme is supported with DRC contextually appropriate resources
PROGRAMME IMPLEMENTATION	<ul style="list-style-type: none"> Coordinate the preparation and facilitation of DRC workshops and follow up exercises with churches in association with other National Programme staff, local Conference and church leadership, volunteers and selected professionals where relevant Facilitate DRC workshops and support churches in the development of their preparedness and Church Emergency Management Plans (ChEMPs) Coordinate and contribute to the communication of the DRC program implementation with relevant stakeholders Expand and promote networking with relevant external entities in support of the DRC program 	<ul style="list-style-type: none"> DRC workshop and exercise logistics meet facilitator's/stakeholders requirements Number of Churches throughout New Zealand with active ChEMPs Percentage of Churches in New Zealand with ChEMPs who have tested their ChEMP in an exercise or used it in a response during the past 12 months
INFORMATION MANAGEMENT	<ul style="list-style-type: none"> Develop and manage the DRC component of the domestic programme dashboard and information management system. This to include activity set up; tracking of Church Emergency Management plans (ChEMPs); Church DRC development status; payment requests; volunteer registrations; and reporting Generate timely, accurate and complete programmatic reports to meet various stakeholder needs Participate as a contributing member to ProCom, or any other administrative committee as required. 	<ul style="list-style-type: none"> Data on ChEMPs, DRC development status accurately maintained and up-to-date DRC budget oversight; timely processing of expenses and reimbursements Informed on the DRC program is shared through communication channels to key stakeholders
DISASTER RESPONSE	<ul style="list-style-type: none"> Coordinate the NEMP and act as the primary ERT Coordinator (or assign appropriate role coverage) on the Emergency Response Team (ERT) for disaster responses in New Zealand Ensure reporting relative to disaster responses in New Zealand is timely and appropriate 	<ul style="list-style-type: none"> NZ NEMP is kept up to date with relevant and appropriate interventions and implementation plans Enactment of NEMP and sharing of information is coordinated in a timely and accurate manner
FURTHER SUPPORT	<ul style="list-style-type: none"> Provide additional support, as is reasonably requested, to advance the overall priorities of ADRA NZ 	<ul style="list-style-type: none"> Provides ideas, support and investment as required

Employee Signature:	
Print Employee Name:	

Supervisor(s) Signature(s):
Print Supervisor Name:

Date: / /
