

Job Title:	Playgroup Coordinator
Function:	Service Delivery
Reports to:	Community Support Coordinator
Last review date:	March 2023

He huanui oranga mo ngā mokopuna whakatipuranga roto i ngā hapori heke iho, heke iho -
Setting the path of wellness in our communities for the early years, for generations to come.

Whānau Āwhina Plunket – who we are and what we are about

Whānau Āwhina Plunket is a charity organisation and the largest service supporting the health and wellbeing of tamariki under-five and their whānau in Aotearoa. We're proud to visit over 80% of all newborn babies in Aotearoa and to support pēpē, tamariki and their whānau.

We aim to be a cohesive and effective national organisation grounded in evidence and best practice, with the needs of New Zealand whānau and families at the centre of everything we do.

Our Whānau Āwhina Plunket Goals are:

Pae Ora: Healthy Futures:

- **Mauri Ora:** Healthy babies and children
- **Whānau Ora:** Healthy confident families
- **Wai Ora:** Healthy environments and connected communities.

We are on a pro-equity journey where we strive to give life to Te Tiriti o Waitangi principles of Tino Rangatiratanga, partnership, active protection, equity and options in our mahi/work to ensure healthy tamariki, confident whānau and connected communities.

Whānau Āwhina Plunket Values

In this role you will be expected to operate in a way that embodies and demonstrates Whānau Āwhina Plunket values as follows:

- **Māia** – to be courageous and lean into discomfort and challenge as we walk the path of pro-equity
- **Tūhono** – to connect and stand in relationship in calm and safe spaces (āhuru Mōwai)
- **Manaaki** – to care, love, nurture, support and mana enhancing. Respects mana atua, mana tīpuna, mana whenua, mana tangata
- **Māhaki** – to be humble as we share our knowledge experience to understand and learn from each other and foster trust.

Overview of the Service Delivery Team

This role is part of the Service Delivery team which delivers Plunket services to whānau right across New Zealand. As a member of the Operations team, which includes all of our volunteers and volunteer services, you will help families and whānau to reach their goals and contribute to national and local initiatives that improve the way we do things at Plunket. We want to make sure we're here to support families and whānau for another 100 years.

Operations team members are One Team who are skilled and passionate, who innovate to improve, who seek new ways of funding our free services and who partner with others who deliver services to families and whānau to make sure that every child in Aotearoa New Zealand has the chance to be the best they can be.

Purpose of the Position

To maintain a quality Plunket Playgroup available and accessible to families/caregivers on a regular basis, and to provide a range of educational activities to foster learning and development of tamariki.

Key Dimensions of the Position

Delegations: The position's full delegations are set out in the Schedule of Delegations and may be amended from time to time.

Functional relationships: *To follow are the main positions that this role will coordinate with; they are not meant or intended to be exhaustive, exclusive or limiting:*

Internal:

- Community Services Manager
- Community Services Coordinator
- Clinical Team
- Administration Team
- Volunteers

External:

- Best Start Centres

Key accountabilities

Responsibilities:

- Setup and clean-up of playgroup
 - Ensure playgroup area is clean and child friendly before setting up
 - Ensure play equipment is clean and safe before setting up
 - Set up play equipment, activities and refreshments
 - Provide special area for clients and babies under one
 - Tidy up play equipment, activities and refreshments
 - Ensure playgroup is clean and tidy before leaving
- Meet and greet parents/caregivers and children at beginning of each session
 - Meet and greet clients and children
 - Ensure each client fills out the attendance register and is aware of fire
 - Evacuation process and where the toilets are situated

- Ensure new clients are given Playgroup information sheet and explain how the playgroup works
- Collect donations
- Give out any notices
- Encourage parent contribution
 - Be 'pro-Plunket' in all dealings
 - Encourage volunteering
 - Keep a list of options for volunteer work available
 - Encourage parents/caregivers to run an activity or contribute a story or song
- Provide a welcoming friendly environment.
 - Help create an atmosphere that is friendly, relaxed and welcoming.
 - Help promote friendships between parents.
 - Encourage activities that are inclusive.
- Outside session times – the coordinator is required to;
 - Liaise with the Area Plunket Group (if one is established) who's role is to provide support and advice in setting the direction for the playgroup, and to be the first call for relief on sick days
 - Attend any relevant workshops as directed by Community Support Coordinator Team Leader
 - Audit the playgroup equipment on an annual basis
 - Maintain an inventory register for playgroup equipment
 - Provide the CSC Team Leader with a playgroup Report each month(attendance numbers, contact details, donations, activities, feedback and suggestions for new playgroup equipment)
 - Provide the Plunket Volunteers with Playgroup information regularly for monthly database emails.
 - Organise a playgroup Christmas party each year
 - Organise for toys to be cleaned each term
 - Organise for regular fire evacuation drills to take place
 - Send attendance registers to CSC administrator on a monthly basis

Leadership

- Coordinate and deliver effective playgroup sessions.
- Ensure the best possible experience for all stakeholders.
- Demonstrate organisational leadership by being a positive agent of change, actively embracing One Plunket principles and role modelling the desired culture and ways of working.

Relationship Management

- Friendly and welcoming communication with playgroup attendees.
- Seek opportunities to build community and organisational links and relationships.
- Seek feedback about the service they provide and self-reflect on ways to improve.

Health & Safety

- Manage own personal health and safety, and take appropriate action to deal with workplace hazards, accidents and incidents
- Ensure own and others' safety at all times and observe health and safety practices in all workplace activities
- Understand the responsibility individuals and their manager play in health and safety
- Team training is up-to-date and all team members can demonstrate actions in an emergency that are specific to the workplace and are designed to keep individuals safe

- Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting
- Identify and report all incidents, accidents, and near misses in accordance with policy

Position Description and Scope of Duties

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time-to-time assigned following consultation.

Once appointed a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Plunket's Performance and development programmes.

Person Specification

Qualifications and Background

The Playgroup Coordinator will ideally possess the following technical skills/knowledge and personal attributes:

Technical Skills

- ECE familiarity and an understanding of MOE playgroup requirements

Experience

- Group Facilitation skills and experience

Skills

- Proactive and self-motivated
- Ideally an understanding of Plunket policies and processes
- Has integrity, reliability and maintains confidentiality
- A commitment to Plunket, its vision and objectives
- Culturally sensitive and has a commitment to the Treaty of Waitangi

Competencies

ACE-Ability

Plunket's behavioural competency model is made up of three dimensions of personal behaviour - Connection to Plunket, Adaptability and Emotional Maturity.

Adaptability

Thinking

- Is comfortable with complexity - understands alternative worldviews
- Can see beyond face value to identify new, sustainable opportunities
- Keeps perspective and is pragmatic and solutions focused
- Able to accept and work with ambiguity and change

Interpersonal

- Is committed and capable of expanding professional/social networks
- Is strong enough to confront and deal with difficult people/issues
- A self-starter who can support and motivate key managers and staff

Connection to Plunket's Direction

- Has a high level of energy and commitment to achieving Plunket’s vision
- Has a broad range of engagement
- Is committed to adapting and improving their own practice
- Is committed to growing the business and developing relationships

Emotional Maturity

- Is non-reactive and objective and maintains a high level of integrity
- Understands the degree of influence in their role
- Understands own limitations

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Playgroup Coordinator

Date

Community Support Coordinator

Date