

Job Title: Plunket Pasifika Beatz - Pate Pate Music Facilitator

Function: Operations

Reports to: Community Support Coordinator Team Leader

Last review date: September 2024

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 Operations Function

This role is part of the Operations team which delivers Plunket services to whanau 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 whanau 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 whanau 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 whanau to make sure that every child in Aotearoa New Zealand has the chance to be the best they can be.

The Community Services team lead and assist in the delivery of regional programmes, services, support and activities. They work with the wider team in assessment of needs in the community and where appropriate meet those needs through community development projects, volunteer engagement, and positive collaborative relationships with other organizations. The team also provide volunteers with a rewarding and enriching experience and facilitating the link between volunteers, staff and users of the Plunket service.

Purpose of the Position

The Pasifika Beatz Music group provides a place for all families to meet and enjoy multicultural songs. We aim to provide a range of interactive music in Samoan, Tongan, Cook Islands Maori, Niuean, Fijian, Tokelaun, Tuvaluan, Kiribati, Rotuman and Maori. This will foster children's learning, increase awareness of the Polynesian cultures, and positively engage with families. This will help to promote the wellbeing of families, supplement social cohesion and develop strong, supportive community links and networks.

Primary role of the Music Facilitator:

The role of the Pasifika Beatz Music Facilitator is to organize and run quality mobile music sessions (in Auckland Libraries as well as variety of settings including playgroups, ECE).

The Music Facilitator is to create a stimulating learning environment and welcoming atmosphere for families through presentation of songs. It is flexible to highlight facts, stories from relevant cultures as well as encompassing own heritage.

The Facilitator has also an outreach role. He/She needs to reach out to Pasifika People's families through emails, phone calls, texts, and other social media channels to offer them support the best we could and invite them to access services and programmes we offer.

The Music Facilitator must be committed to engaging with families in their learning, being proactive in promoting Plunket/community services and establishing a cohesive relationship with staff, families, stakeholders while ensuring that the practical elements of running the music group session are taken care of for smooth running of program.

Key Dimensions of the Position

- Responsible to:** Community Services Coordinator Team Leader (CSC TL) and Pacific Support Coordinator (PSC).
- Delegations:** The position's full delegations are set out in the Schedule of Delegations and may be amended from time to time.
- Time requirement:** 4 hours per week, approximately.
- 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: (as required)

- Community Services Manager and Team Leaders
- Community Services Coordinators
- Plunket Nurses and Health workers

External: (as required)

- Group organizers and relevant regional community agencies
- Plunket Clients/Members of the Public

Key accountabilities

	Accountabilities	Outcomes
Business as Usual	<p><u>Preparation, Setup and Pack up of Music group session</u></p> <ul style="list-style-type: none"> • Induction and training provided by the PSC • Establish clear planning and preparation of the mobile session with PSC • Arrive 20 minutes earlier for Setting up and packing up music equipment, laptop and display visual aids/posters as necessary • Ensure the environment is safe for children learning 	<ul style="list-style-type: none"> • Quality group sessions are provided, and risk is minimized. • Gathering space, facility and equipment are safe and sufficient to support the learning and wellbeing of children attending. • Plunket Health and Safety processes are followed.
	<p><u>Delivery of the session</u></p> <ul style="list-style-type: none"> • Meet and greet attending whanau and tamariki • Ensure each person fills out the Attendance Register • Ensure new families are aware of what the Pasifika Beatz Music session is all about • Encourage parents/caregiver active involvement with their child/ren during the session 	<ul style="list-style-type: none"> • The Music group is effectively managed in accordance with good management practices. • The group is managed in a collaborative way with the host venue and clients. • A friendly and warm welcoming environment is provided. • Pasifika Beatz 100 children's songs are promoted and accessed by all. • Maori and Pacific families reconnect with their roots, language, and culture.

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 role will ideally possess the following technical skills/knowledge and personal attributes:

Technical Skills and Experience

Essential

- Good organisational skills.
- Good communication skills.
- Strong people skills and a commitment to engage with families.
- A willingness to collaborate with staff and families on all levels.
- Show honesty and professionalism; be respectful in dealings with everyone.
- Be confident to stand in front of people and lead.
- Be a leader and an example of positive parenting.

Desirable

- Facilitation and presentation skills
- Cultural knowledge of Pasifika People's
- Music and dance abilities
- Positive parenting knowledge and an understanding of brain development.

Other requirements

- Current driver's license

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.

Role title

Date

Manager role

Date