



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

Details

JOB TITLE	MTFJ Work Ready Champion
REPORTS TO	Community Employment Connector
GROUP	Community Experience and Services
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Nil
WARRANTS REQUIRED	Nil
GRADE	

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana

With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

Purpose

The Mayor's Taskforce for Jobs (MTFJ) is all about unlocking potential and creating real opportunities. It's a nationwide movement connecting young people and those facing barriers with the support, training, and local connections they need to step confidently into meaningful work. At its heart, MTFJ is about believing in people, backing them, and building stronger communities through employment.

The Work Ready Champion is the heartbeat of our employment seekers journey, walking alongside rangatahi and others facing barriers to work, helping them build confidence, direction, and belief in their potential. You'll work one-on-one with clients, offering practical support like CVs and interview prep, but more importantly, you'll be their steady guide—coaching, encouraging, and celebrating every win, big or small.

You'll take the lead in organising training and development opportunities that set people up for success, whether that's booking them into courses like driver licensing or first aid, or delivering workplace readiness sessions yourself. Your mahi is hands-on, people-first, and driven by a real commitment to seeing others succeed.



You'll be the friendly check-in, the motivator, and the quiet champion who makes sure our clients know where they need to be and that someone's in their corner the whole way. You'll also keep our MTFJ records sharp and up to date, helping us track progress, share success, and improve how we work.

You won't be doing it alone. You'll be backed by our Community Employment Connector, who focuses on building strong relationships with local employers and opening up job opportunities. Together, you'll be a tight, committed team making a real impact in the lives of Horowhenua's jobseekers.

Key Responsibility and Expected Outcomes

Participant Support and Development

- Provide 1:1 support to jobseekers and rangatahi in the MTFJ programme, helping them build confidence, skills, and work readiness.
- Develop individualised work plans to support each participant's employment goals.
- Support participants to access wraparound services as required.

Relationship Building

- Build strong, positive relationships with participants, whānau, employers and training providers.
- Be a visible and trusted point of contact within the community.

Programme Support

- Work closely with the Community Employment Connector to ensure aligned priorities and a coordinated approach.
- Support the delivery of employment events, workshops and programmes that promote readiness and connection to opportunities.
- Ensure accurate documentation and contribute to reporting as required.

Customer Centricity

- Ensure participant experience is respectful, empowering and focused on building mana.
- Apply Te Tiriti o Waitangi principles and tikanga Māori in ways that support equitable outcomes.

Health Safety & Wellbeing

- Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Council Contribution

- Actively contribute to the Capability and Transformation Group by performing duties as required, promoting a positive workplace culture, and participating in Emergency Management activities.

CAPABILITY & COMPETENCIES REQUIRED

Skills, knowledge & Experience

- Experience working with rangatahi or people with complex needs.
- Strong communication and relationship-building skills.
- Understanding of youth employment, training, and social services.
- Ability to coach, motivate and inspire.
- Understanding of Te Tiriti o Waitangi and its relevance in a community setting.
- Personal integrity and professionalism.



Drives Community Outcomes

Delivers impactful outcomes for the community by providing exceptional service, building meaningful Iwi relationships, integrating Te Reo Māori and tikanga, and continuously improving efficiency within the Horowhenua District Council landscape.

Delivery Focused

Delivers high-quality work with integrity, accountability, and efficiency, following through on commitments, engaging with Iwi where appropriate, and using digital tools effectively to achieve meaningful community outcomes.

Mana Enhancing

Builds trust by placing people at the heart of decisions, embracing diverse cultures, upholding high standards of professionalism, nurturing personal growth and self-care, and protecting the mana and integrity of relationships.

Connected

Builds strong, trust-based relationships across teams and the community through clear communication, collaboration, and cultural engagement, creating a connected and inclusive environment that drives better outcomes.

Resilient and Adaptable

Adapts to change with curiosity and resilience, maintaining focus under pressure, seeking diverse perspectives, and persevering to deliver the best outcomes for the community.

Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district. We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.





We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

