

Job Description

Toi Moana Summer Experience Programme 2026/27

Job title	Summer Assistant	Team	Te Amorangi
Reports to	Kaihautu (Te Amorangi Lead)	Direct reports	None
Key relationships	Internal: staff at all levels of organisation External: members of the public, consultants & contractors	Role purpose	This role provides a high standard of assistance to the professional staff of the organisation as part of the Summer Experience Programme, enabling Toi Moana to deliver on key outcomes for our community.

Key responsibilities

Key responsibilities	Deliverables/outcomes
Operational Duties - Administrative tasks outlined in the work programme provided by Te Amorangi. - Coordinated tasks as outline in the work programme provided by Te Amorangi. - Maintain and manage databases. - Support Te Amorangi function as directed by the Manager.	- All administrative and coordinated duties are delivered in a timely manner and completed to appropriate standards. - Databases within Te Amorangi are maintained and managed appropriately.
General Duties - Ensure all customers receive excellent customer service - Undertake any other relevant duties and projects as directed by Manager/supervisor(s).	- Queries are dealt with in a professional and courteous manner. - Any additional duties required by manager are completed to appropriate standards.
Relationship management Establish and maintain close working relationships with internal and external contacts.	- Effective, professional relationships and partnerships are developed and maintained with internal & external contacts. - Professional image is conveyed in public forums.
Corporate Contribution - Participate in the implementation of our internal people related policies and Health and Safety Systems. - Recognise your responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015.	- Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. - Hazards are identified and all incidents and accidents are reported. - Participate in any wellness programmes, such as stress management training and health monitoring.

Person specification

Essential attributes	Desirable attributes
• A minimum of secondary education up to Year 13 (NCEA Level 3). • Excellent written, verbal and comprehension skills. • Computer skills including experience in Microsoft word, excel and database entering. • Community, cultural and political awareness.	• Ability to share information and assist others. • Takes initiative. • Works well with all kinds of people. • Remains calm under pressure. • Ability to work unsupervised.