



community law  
free legal help  
throughout aotearoa

<b>Ingoa (Position Title):</b>	Kaitakawaenga/CLCA National Māori Co-ordinator
<b>Te tari (Location):</b>	Wellington
<b>Ngā Purongo heke ki (Reporting to):</b>	CEO of CLCA
<b>Ngā Purongo (Direct reports):</b>	CEO of CLCA, Ngā Kaiāwhina Hapori Māori o te Ture (NKHMT – Maori Caucus), as required to meet agreed functions
<b>Te ra (Date):</b>	18 June 2015
<b>Tātai utu (Salary Range):</b>	\$65,000 to \$75,000

### **Community Law Centres o Aotearoa Incorporated**

Community Law Centres o Aotearoa (CLCA) was established in June 2011 in order to represent its 24 Community Law Centre (CLC) members located throughout Aotearoa/New Zealand. The objects of CLCA are to support and serve the members CLCs, and in turn to serve the communities served by the member CLCs.

In carrying out its functions, CLCA affirms and adheres to Te Tiriti o Waitangi/Treaty of Waitangi. The position of Kaitakawaenga/CLCA National Māori Co-ordinator is a new position and will be an integral part of the operation of CLCA.

Under its constitution CLCA Ngā Kaiāwhina Hapori Māori o te Ture (NKHMT) is the Māori Caucus of CLCs which consists of Māori staff & board members within CLCs throughout Aotearoa. NKHMT proposed this national role, supported by CLCA, as a means to address unmet legal needs of Māori.

### **Ngā kaupapa me ngā whaingā (Position Purpose and Scope)**

The purpose of this position is to ensure Community Law honours its commitment to Te Tiriti o Waitangi; that Community Law services are better targeted to meet the needs of the most vulnerable in their whānau, hapu and iwi and as a result ensure the unmet legal needs of Māori are met.

This role will play a significant part in CLCA and NKHMT's aspired outcomes of creating better legal services for Māori, increase the number of Māori accessing CLC services, promote positive resolutions for Māori clients' legal problems, and reduce stress, financial costs for clients and the likelihood of follow-on effects (i.e. crime).

It will build on the strength of the existing Community Law Movement and NKHMT and provide support and services that foster CLCA, NKHMT and individual CLCs to implement practical solutions that have proven effective in making a difference to whānau, hapu and iwi.

The Kaitakawaenga/CLCA National Māori Co-ordinator will work with NKHMT, CLCA and individual CLCs to advocate for Māori, promote te reo me ona tikanga and Te Tiriti o Waitangi.

## **Ngā Mātāpono (Principles):**

The Kaitakawaenga /CLCA National Māori Co-ordinator will be guided by

- (i) Manaakitanga (kindness)
- (ii) Whanaungatanga (relationship building)
- (iii) Aroha (compassion)
- (iv) Ōritetanga (equality)
- (v) Kotahitanga (unity)
- (vi) Whakaponono (belief)
- (vii) Tumanako (hope)

## **Ngā mahi (The role)**

The Kaitakawaenga/CLCA National Māori Co-ordinator (CLCA National Māori Co-ordinator) will:-

- Report and be responsible to the CEO;
- Build on the strengths of CLCs to achieve justice for Māori
- Develop strong networks with Iwi and Māori organisations at a national level;
- Advocate on behalf of the needs of Māori to improve access to justice;

## **Ngā Tokohanga a Kairuruku (Position Responsibilities)**

### **Whakanohonoho (Internal Relationship Management):-**

- Work closely with and be guided by NKHMT, and act as NKHMT's secretariat;
- Together with NKHMT develop and support achievable projects for implementation that meet unmet legal needs for Māori;
- With NKHMT organise an annual national hui at the time of the CLCA Hui;
- Work collaboratively with 24 CLCs to ensure even better roll-out of services to Māori in need;
- Work as a conduit between NKHMT and CLCs and NKHMT and CLCA;
- Provide guidance to the CEO and CLCs on matters that should involve NKHMT.

### **Whaipānga (External Relationship Management):-**

- Develop strong networks with Iwi and Māori organisations at a national level;
- Knowledge of government policy development in the social, public and justice areas;
- Write eloquent submissions, appear before Select Committees and other fora on issues of concern to Māori (including but not limited to Land law, Family, Employment, Tenancy, Debt, Criminal);
- Promote policies that promote access to justice for Māori.

## **Whakawhanaungatanga (relationship building)**

### **Ki roto (Internal)**

*Our people are our biggest asset. It is essential that CLCs and their staff are positively supported, assisted, nurtured and guided.*

Support will be provided by the Kaitakawaenga/CLCA National Māori Co-ordinator working with NKHMT to:-

- Identify opportunities for potential of CLC staff to be realised;
- Encourage leadership and mentoring relationships;
- Promote hui/professional development opportunities including cultural professional development;
- Coordinate & drive professional development for CLC board members & staff in Te Tiriti o Waitangi;
- Promote the benefit of staff attending NKHMT hui;
- Act as a point of liaison/support for individual staff members;
- Work with CLCs to develop relationships of trust with iwi, hapu and pan-Māori organisations;

- Assist CLCs to promote services and develop a consultation strategy with their Māori communities;
- Provide advice to support the engagement of Māori communities with their respective CLC;
- Encourage actions that enhance Māori capacity to contribute to CLC policies and procedures;
- Recommend effective strategies for consultation with and service delivery to Māori.

The Kaitakawaenga/CLCA National Māori Co-ordinator will work closely with:-

- CLCA's CEO;
- NKHMT;
- NKHMT Hui;
- The 24 CLCs.

### **Ki waho (External)**

The Kaitakawaenga/CLCA National Māori Co-ordinator will hold a respected national position that brings influence to the legal needs of Māori and will develop relationships with:-

- Te Hunga Roia Māori o Aotearoa
- Iwi and Māori organisations at a national level;
- Te Puni Kokiri, Ministry of Justice, Police, Department of Corrections and other appropriate Government Agencies;
- Potential strategic partners and funders;
- Media.

### **Qualifications, Knowledge, Experience and Skills**

#### **Ka tohu Qualifications:-**

- An appropriate tertiary qualification.

#### **Ka mōhio (Knowledge):-**

- Understanding of Te Tiriti o Waitangi;
- Empathy for and understanding of the role of CLCs and the legal needs of their Māori clients;
- The legal issues that affect Māori, and an understanding of issues of concern to Māori (Land law, Family, Employment, Tenancy, Debt, Criminal);
- National Iwi and Māori organisations;
- Submission writing and advocacy

#### **Ka tautōhito (Experience):**

- Working in or with CLCs;
- Working in the Not-for-Profit environment;
- Working with and on behalf of Māori;
- Working on the legal issues that affect Māori, and an understanding of issues of concern to Māori (Land law, Family, Employment, Tenancy, Debt, Criminal);
- Familiarity with managing diverse stakeholders and internal groupings in a national context;
- Advocacy and working with media

#### **Ka Pumanawa tahau (Skills):**

- Knowledge of tikanga Māori and ability to deal with iwi and hapu variations of such;
- Proficiency in Te Reo;
- A high level of credibility in te Ao Māori;
- An understanding of Māori legal issues;
- Ability to develop networks and liaise between Roopu;
- Experience in supporting Maori who work in isolation in non-maori entities;
- Ability to maintain professionalism in challenging circumstances;
- Advocacy;
- Relationship building and networking;
- Excellent communication and presentation;
- Leadership and collaboration with NKHMT and 24 CLCs;
- Project skills.