



## POSITION DESCRIPTION

### Health Promotion and Events Coordinator

*INA ORA TE WĀHINE, KA ORA TE WHĀNAU, KA ORA TE HAPŪ, KA ORA NGĀ IWI E*

*When wāhine are in good health, the whānau, hapū and iwi will flourish*

We aim to provide women and their whānau with high quality, evidence-based information to assist them to make informed choices about their health and keep up to date on topics related to women's health. We work to reduce inequalities, draw attention to the social determinants of health, and take an assets-based approach to health promotion and disease prevention. We approach health within a holistic framework of the whole of women's lives recognising Taha tinana, Taha wairua, Taha whānau, and Taha hinengaro.

**Background:** Women's Health Action is a Charitable Trust and has an office in Sandringham, Auckland. The Trust has served many communities for many years on issues such as sexual and reproductive health rights, maternal and child health, breastfeeding, gender inclusion, consumer representation and body image.

**Te Tiriti o Waitangi:** Women's Health Action requires all personnel to have knowledge of and a commitment to honouring Te Tiriti o Waitangi. We believe that the key to honouring Te Tiriti o Waitangi (the Treaty of Waitangi) lies in recognising the rights of Māori as the indigenous people of Aotearoa New Zealand. Those rights are confirmed by Te Tiriti. The values, beliefs, and traditions of Māori as Whānau, Hapū and Iwi are fundamental to Māori identity and as such, should be respected and promoted without expectation of adaptation and/or assimilation into the "dominant" culture. Māori Tikanga is unique and a taonga to which all present and future Māori are entitled. Māori health status and the ability of Māori to both contribute to and derive benefit from New Zealand society, is dependent upon healthy Māori personal and cultural identity.

All employees are expected to uphold the Vision, Mission and Te Tiriti o Waitangi Statements.

## JOB DESCRIPTION

POSITION TITLE:	Health Promotion and Events Coordinator	
REPORTS TO:	Director or Project Manager	
WORKING RELATIONSHIP WITH:	Internal:	Project Manager Kaitiaki Wahine Ora Gender Diversity Lead Business Support WHA Board of Trustees
	External:	Whānau Key stakeholders Suppliers
LOCATION:	WHA Auckland office (13 Coyle St, Sandringham) and opportunity to work from home	
HOURS OF WORK:	20-25 hours per week	
ROLE PURPOSE:	<p>To provide quality health promotion, event planning and coordination for WHA, including for events and initiatives that promote and support breastfeeding, maternal and child health, and community development. Your work will be in line with WHA's Strategic Plan and Annual Plan, Ministry of Health Contracts and other significant funded contracts, while incorporating the principles of gender transformative health promotion, the Treaty of Waitangi and the Ottawa Charter into all activities.</p>	

Key Area of Accountability	Responsibilities/Results
Develop, organise and coordinate annual WHA events, seminars and workshops	<ul style="list-style-type: none"> <li>• Provide event management, including identifying the target audience, devising the event concept, planning the logistics and coordinating the technical aspects of various events</li> <li>• Develop and post social media communications in relation to event promotion, and respond appropriately to interactions from whānau and the health sector</li> <li>• Achieve event 'targets' as per funder service specifications</li> <li>• Liaise with community partners, health professionals, and other stakeholders with a focus on building relationships</li> <li>• Assist with post event analysis and evaluation to ensure the event/s continues to grow and serves the needs of the target audience and funders.</li> </ul>
Deliver and or support health promotion events at relevant and appropriate regional and national events	<ul style="list-style-type: none"> <li>• Organise stand bookings, stand design and placement</li> <li>• Create surveys on a relevant topic to gather information to inform the work of WHA</li> <li>• Identify resource gaps in response to consumer enquiries</li> </ul>
Contribute to other WHA activities as delegated by Director or Project Manager	<ul style="list-style-type: none"> <li>• Delegated tasks are undertaken in a timely and professional manner.</li> </ul>

## Skills and experience needed for this position Te Mātauranga Mo Te Turanga

This position requires a multi-skilled person to be able to work alongside a small yet hard-working team. The ideal applicant will have a range of skills and experiences and the willingness to build on these and develop new competencies.

### General competencies:

- Event management skills and experience
- Experience and understanding of social media engagement and campaigns
- Passionate about promoting, protecting, and supporting breastfeeding and recognition of breastfeeding as a public health priority
- A commitment to Te Tiriti O Waitangi and the ability to work and network across a range of organisations with an approach that is respectful and inclusive
- Commitment to promoting health equity and social justice
- A commitment to and understanding of WHA's vision, mission and values and to women's health and the needs and rights of health consumers
- Understanding of gender as a social determinant of health
- A willingness to be flexible and to take on new challenges as required
- Knowledge of networks and supports and services that meet whānau aspirations would be an advantage