

**The University of Waikato
Te Whare Wānanga o Waikato**

POSITION DESCRIPTION

**Sistema Waikato Programme Manager
Hamilton Community Centre of Music**

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

Sistema Waikato is a community development programme that was established in the Crawshaw/Nawton area of Hamilton in July 2015. It aims to promote positive change in our society. The programme is founded on the ground-breaking Venezuelan El Sistema model, devised by José Antonio Abreu in 1975, which uses group music-making as a vehicle for social transformation, particularly within more disadvantaged communities.

2. POSITION PURPOSE

The Sistema Waikato Programme Manager is responsible for all practical, operational, administrative and community development aspects of the programme, and shares responsibility jointly with the Sistema Waikato Programme Leader for the development and implementation of the programme.

3. ACCOUNTABILITY

The position of Programme Manager – Sistema Waikato is responsible to the HCCM Director of Music.

4. FUNCTIONAL RELATIONSHIPS:

Internal: There will be effective working relationships established with the Sistema Waikato Programme Leader, Sistema Waikato Administrator and the Sistema Waikato Tutors.

External: There will be developed and maintained links with representatives of the partner schools, whanau of programme participants, and relevant community and volunteer groups involved with the programme.

5. KEY TASKS

- a) To be responsible for project planning, operational and community development aspects of the programme. Specifically:
 - a. The day-to-day running of the all practical programme aspects.
 - b. Enrolments, registrations and database of children in the programme
 - c. Organising and managing the volunteer force
 - d. Booking of teaching and performance venues
 - e. Arranging transport for children to/from outside performance/activities
- b) To be responsible for all development and implementation of systems, for keeping track of grant funds spending, including administration of petty cash and vouchers for volunteers, tutors and assistants, ensuring these are carried out within the agreed budget.
- c) To work closely with the Programme Leader in developing and expanding the programme.
- d) To be primarily responsible for the administrative processes of recruitment of tutors and assistants.
- e) To promote and maintain awareness in the community and the region for Sistema Waikato.
- f) To maintain relationships and work with partner schools, programme participants, their whanau and community/volunteer groups in the region.
- g) To be responsible for the Health and Safety
- h) To assist the Programme Leader in regular updates to HCCM management on all aspects of Sistema Waikato through written reports and meetings.

NOTE: This position description is a broad outline of duties, responsibilities may vary from time to time to accommodate operational needs that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

6. PERFORMANCE STANDARDS

Performance will be judged to be satisfactory when:

- All databases of students, parents and volunteers are kept fully up-to-date and in a format available to all those who require access to the information.
- Teaching and performance venues are booked in a timely fashion, are fit for purpose and are within the budgetary parameters provided.
- Neither the Programme Leader nor the HCCM Administrator is required to be involved in practical aspects of the programme.
- Children are transported safely and in a timely manner whenever required and to all scheduled performances.
- The Volunteer programme functions smoothly so as to provide adequate support to the Programme Leader and tutorial team. Volunteer job descriptions and task lists have been developed and are maintained, and a system for monitoring volunteer efforts and designating rewards has been established.
- Expenditure of any allocated grant funds and petty cash is dealt with promptly and accurately, good records/receipts kept and reconciliations provided. Transparent, easily-maintained systems for tracking allocated grant-funds, petty cash and volunteer vouchers have been established, and are kept up-to-date and available to those who require access to the information.
- Recruitment of tutors and assistants is handled in a thorough and timely manner so as to ensure continued programme delivery.
- Relationships with partner schools, programme participants and their whanau, and other community members are nurtured and expanded wherever possible.
- The Sistema Waikato programme is fully compliant with all Health and Safety requirements.
- The Programme Leader and HCCM personnel are supported in efforts to deliver and expand the programme, to promote and maintain community and regional awareness of the programme, and to provide updates and reports to HCCM Trust Board and funders as required.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Bachelor degree or equivalent in business management/administration, project management or community development.

TRAINING, SKILLS AND KNOWLEDGE

Preferred

- Knowledge and understanding of the El Sistema philosophy and pedagogy.
- Commitment to the long-term goals of Sistema Waikato, the participants and the communities in which they live.
- Proven experience and success in project and education management, particularly working closely with teachers, children and their families.
- Proven ability: to set up and maintain effective systems, particularly for financial management/reporting, to prioritise workload, and to work successfully to deadlines.
- Up-to-date experience in a range of IT and computer-based technologies.
- Experienced and passionate about music education and community development practice, and have an interest in the socially-transformative impact of music for children and communities.
- The ability to work effectively as both a team leader and team member.
- Eligibility to work in NZ.
- Able to meet the NZ Police Vetting test criteria.
- Current First Aid Certificate and Full Driver's Licence

PERSONAL QUALITIES

- Customer service oriented.
- Enthusiasm.
- Demonstrated capacity to work effectively in a management role.
- Proven ability to maintain a professional approach.
- Ability to show initiative along with discretion and judgement.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence.
- Commitment to equal opportunity and to the University's partnership with Maori as intended by the Treaty of Waitangi.
- Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.