



# Safer Mid Canterbury Hakatere Haumaru

Together we're safer ♦ Me uru kahikatea

## Job Description

<b>Position:</b>	CACTUS Programme Co-Coordinator
<b>Team:</b>	Child & Youth Services Team
<b>Location:</b>	Ashburton
<b>Hours of Work:</b>	Approximately 8 hours per week during school term when CACTUS is running in Terms 1, 3 and 4 (three terms per year). The CACTUS course runs on a Monday and Tuesday afternoon from 3:30 – 5:00 pm. Three weekend camps with overnight stay in the last weekend each term before school holidays. One advanced camp of 5 days, 4 nights that takes place mid-January each year.
<b>Date Issued:</b>	December 2024
<b>Reports to:</b>	Child & Youth Services Team Leader
<b>Purpose:</b>	To work in partnership with fellow CACTUS Programme Co-Coordinator to deliver the CACTUS Programme.

**Please Note:** All staff involved with the CACTUS programme are expected to join in on all aspects of physical activity that trainees are required to complete and give it their best.

Safer Mid Canterbury | Hakatere Haumaru

“Together we're safer ♦ Me uru kahikatea”

### **Strategic Goals of Safer Mid Canterbury | Hakatere Haumaru**

- A Safer, Stronger Community
- Strong and Healthy Families
- Working Together
- Positive Pathways for Young People

**Qualifications:**

The person will have relevant experience and/or training in a field that furnishes them with the skills needed for a position of this type.

**Functional Relationships:**

*Internal to Safer Mid Canterbury | Hakatere Haumarū:*

- ❖ Safer Mid Canterbury | Hakatere Haumarū CACTUS Co-Coordinator
- ❖ Safer Mid Canterbury | Hakatere Haumarū Team Leader
- ❖ Safer Mid Canterbury | Hakatere Haumarū Administration Staff

*External to Safer Mid Canterbury | Hakatere Haumarū:*

- ❖ CACTUS Trainees
  - ❖ Mid Canterbury Clubs and Sporting Organisations
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**Key Functions:  
CACTUS Programme Co-Coordinator**

**1. Work with Co-Coordinator to deliver the programme.**

*Outcome*

- Three CACTUS basic courses run each school year, in line with the school terms

*Measures*

- CACTUS courses delivered in a professional manner with good outcomes for participants and feedback from community
- Risk management policies and procedures adhered to

**2. Work with Co-Coordinator to plan programme .**

*Outcome*

- Ensure schedules are made, bookings for activities and associated paperwork for programme is completed in partnership with Co-Coordinator
- Ensure all health and safety/risk management plans are in place and followed in partnership with Co-Coordinator

*Measures*

- Course runs smoothly with safety for participants at the forefront of all we do

**3. Monitor and support the attendance of participants.**

*Outcome*

- Support/encourage participants to attend, and overcome barriers to attendance

*Measures*

- Good level of attendance achieved from participants

**4. Monitor and ensure acceptable behaviour among participants.**

*Outcome*

- Acceptable standards of conduct are maintained for the betterment of all participants

*Measures*

- Acceptable standard of behaviour maintained

**5. Develop and maintain effective working relationships with other key people in the community who can assist us toward our end goals.**

*Outcome*

- Effective working relationships established and maintained

*Measures*

- Support of key people in the community for the programme

**6. Ensure that people taking part in the programme are encouraged and supported to join other community activities, and work with other team members and community organisations to ensure that these opportunities become available.**

*Outcome*

- Opportunities for participants opened and taken advantage of

*Measures*

- Participants becoming more involved in other activities

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***Key Functions:  
General***

**6. Jointly with the CACTUS Co-Coordinator, monitor workloads ensuring an equitable and rewarding balance.**

*Outcome*

- Satisfying and supportive working environment
- Management's awareness of workload pressures

*Measures*

- Staff feedback

## 7. Comply with health and safety requirements.

### *Outcome*

- Comply with health and safety requirements when working in and off the premises of work
- Comply with Key Operating Policies and Procedures (KOPPS)

### *Measures*

- Safe working environment
- Policies and procedures followed

Signed by :

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**CACTUS Programme Co-Coordinator  
Safer Ashburton**

Date    \_\_\_/\_\_\_/\_\_\_

Signed by :

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**Team Leader – Safer Mid Canterbury**

Date    \_\_\_/\_\_\_/\_\_\_

## CACTUS Programme Co-Coordinator

### Ideal Person Specification

- Must have a full, clean New Zealand driver licence
- Experience in a relevant field, i.e. services/recreation/sport/training
- An understanding of coaching or group training
- The ability to relate to a wide range of young people of diverse backgrounds with sensitivity and respect
- A positive, facilitative style that empowers and builds on people's skills and abilities
- Physical capability to complete tasks
- "Can do" attitude
- Ability to maintain confidentiality
- Experience in working with children, young people and families/whānau
- Understanding and practical experience in working with reluctant trainees
- An ability to work co-operatively with school staff, community and agencies
- Good verbal communication skills

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## CONDITIONS OF APPOINTMENT

### CACTUS Programme Co-coordinator

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<p>Hours of work:</p>	<p>Your ordinary hours of work will be between 6 to 8 hours per week for an eight-week period over school term time. There may be some additional time required before each course to do course planning and prep – this is very flexible.</p> <p>The programme runs three times a year, usually terms 1, 3 and 4.</p> <p>Days worked each term are in line with the CACTUS course schedule for that term.</p> <p>In addition there will be three weekend overnight camps at the end of each course, these will generally be around the second to last weekend of each term.</p> <p>There is also a 5-day, 4-night camp in January.</p>
<p>Other conditions of appointment:</p>	<p>Other conditions of appointment shall be as prescribed in the Employment Relations Act 2000 and its amendments, other Acts which govern employment and an Individual Employment Agreement.</p>
<p>Place of work:</p>	<p>The programme is currently delivered from the Ashburton Scout Lodge, however we often go to other indoor and outdoor areas as the programme plan may dictate.</p>

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