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| POSITION DESCRIPTION: Activities Specialist   |  |  | | --- | --- | | **About ADL** | | | **Vision -** *the ambitious future state we are working towards* | Empowering young people to live connected and meaningful lives. | | **Treaty Commitment -** *how we express our commitment as a Treaty partner* | ADL works for Pae Ora/ healthy futures as determined by Māori and upholds the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes. | | **Mission -** *how we work to realise our Vision and Treaty Commitment, our unique contribution* | ADL is a trusted not-for-profit providing accessible and sector-leading youth wellbeing, mental health, and substance misuse services. | | **Purpose -** *the reason we exist, the measurable difference we want to see realised in young people’s lives* | ADL’s purpose, for the young people we are invited to work with, is to:   1. Increase their psychological wellbeing 2. Ensure they have more resources to live a resilient, meaningful life 3. Optimise our resources so that as many young people as possible have free, timely access to skilled practitioners who are well trained, resourced and supported in best practice service delivery. 4. Resource their whanau to support them to respond to life events with resiliency.   Additionally, ADL will:   1. Resource communities to support their young people to respond to life events with resiliency. 2. Contribute positively to the sector so those working with young people and their whānau have the skills, training opportunities, knowledge, and attitudes to support positive change. | | **Our Kaupapa: -** *our values, how we go about all that we do, what is important to us* | ***Tika and Excellence***  “Doing what’s right, and just, and doing it well”  ***Mauri and Dignity Enhancing***  “Actively holding hope and vision for the future, everyone is valued and valuable”  ***Kia tina and Adventure***  “Having big dreams and going for them”  ***Kotahitanga and Relationship***  “Journeying together, doing it with heart” | |

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| **Position Purpose** | |
| This position will provide safety management oversight and logistics support to ADL’s journey and therapeutic activity programme of work. Key areas of responsibility include:   * Management and oversight of ADL’s Safety Management System * Provision of logistics to ADL Journeys and Therapeutic Activities * Training and supporting the development of adventure-based activity at ADL. Leading outdoor activities and modelling ‘good practice’. | |
| **Reports to:** | Journeys and Activities Team Leader (JATL) |
| **Direct Reports:** | N/A |
| **Location** | Dunedin |

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| **Position Responsibilities** | |
| **Management and oversight of ADL’s Safety Management System** | * Day to day management and monitoring of the Safety Management Plan (SMP) and reporting to the JATL on compliance with SMP. * Training & supporting SLs and staff to understand and apply the Safety Management System (SMS) /SMP to activities. * Ensure all journeys and activities meet the SMS and SMP standards and are aligned with legislation current good practice. * As appropriate, investigate and/or collaborate, on clinical incidents, health and safety incidents, or complaints relating to journeys and activities. * Collect safety and activity quality improvement information/data and disseminate journey and activity safety related learnings across the organisation. |
| **Responsible logistics for Adventure-based Activities and Journeys** | Be responsible for all logistical support for journeys and adventure-based activities. This includes but is not limited to:   * Effectively manage delegated budgets for journeys and activities * Booking and liaison with any venues. * Transport logistics including movement of gear, maintaining trailers, coordinating vehicle use and staff movements. * Ensure the provision of required gear for the journey, including checking all gear is fit for purpose, manage all hired gear, packing gear and arrange for return and storage of gear post journey. * Organise food for journey, including purchase as per menu, delivery and storage per food handling guidelines. * Supporting administration tasks for journey e.g., photocopying & binding journey documentation. |
| **Journey Planning and Attendance** | * Provide collaborative input into journey planning. * Attend journeys as required. * Provide logistical support for journeys. * Lead and be responsible for safety of adventure-based activities. ( * Support the Journey Leader to ensure adventure-activities have therapeutic intent. |
| **Train and support of Journey Leaders** | * Coordinate the development and application of appropriate outdoor competencies for Journey Leaders and Co-leaders * Provide training to identified Journey and Activity staff so that can meet NZOIA Leader competencies. * Assess and sign off staff competency to safely deliver activities. * Effectively manage delegated budgets for the professional development of staff on the Journey Leader pathway. |
| **Activities** | Support local teams to assess and develop new and existing therapeutic activities as required, in coordination with the JATL.  Support ADL staff to prepare and plan the logistics for activities, including:   * Consult Kaiwhakahaere Māori re cultural component of activities * Consult with Service Leaders and Activity Leads to Co-ordinate planning and scheduling of regional activities. * Manage the safety management plan for all activities. * Organise movement of gear for activities as required. * Liaison and support the preparation for activities, as required. * Responsibility for training staff in the delivery of activities. |
| **Responsible for Gear Management** | * Oversees the appropriate storage of all ADL journey and activity gear. * Arranges for audit of gear as determined by ADL’s SMS. * Carry out key tasks to ensure all gear is fit for purpose (i.e., bikes tested as required). * Maintain documentation for regular checks (e.g., bike checks, first aid checks). * Maintain and replace used gear, food boxes and first aid supplies. |
| **Other tasks** | * Other tasks as directed by the JATL – including JAT projects. |

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| **KEY RELATIONSHIPS** | |
| **Internal** | **External** |
| * All Journey staff * CSWs, Clinicians, Wellbeing Coaches, and Transition Workers * Kaiwhakahaere Māori * Service Leaders * Finance Team * Administration staff | * Suppliers * Providers * Venues * Journey and Activity contractors * ADL clients |

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| **PERSON SPECIFICATION** | | |
| **Requirement** | **Essential** | **Desirable** |
| **Education** | * + - * Full NZ drivers’ licence.       * Current advanced first aid certificate e.g., Outdoor or PHEC. | * + - * Relevant tertiary degree or diploma |
| **Knowledge and Experience** | * Awareness of and willingness to respect Māori cultural practices. * Experience organising and running group activities. * Experience working with ‘at risk youth’ and whānau. * Sound knowledge of outdoor activities and equipment. * NZOIA instructor qualifications in minimum of 3 areas. * Experience of / adhering to H&S requirements e.g. heavy lifting. * Experience loading and towing trailers. * Experience of securing gear onto trailers. | * Logistics experience is highly desirable * Ideally 3 NZOIA qualifications being in Bush / Water -either white water or sea kayak / mountain biking or equivalent other. * NZOIA leader assessor in the above skills. If not current must have commitment to gain these in order to help train and assess clinical staff to these levels. |
| **Skills** | * Highly organised with great attention to detail * Physically able to move gear including kayaks/ bikes * Accurate and timely documentation * Excellent communication skills |  |
| **Personal attributes** | * Recognised within the outdoor sector as a safe practitioner. * High level of personal fitness and health. * Empathetic understanding of youth issues. * Reliable * Punctual * Initiative * Respectful * Sense of humour * Ability to be flexible |  |
| **The way we work  (expected behaviours)** | **Stewardship of resources**  We endeavour to make the most effective use of the resources available to us while at work, be they financial, material, time, environmental, relationships. We take the view that, to the best of our ability, these resources should be used to maximise the benefit to the young people we work with, their whānau and the communities they and we live in.  **The wellbeing of ourselves and others**  We will ensure that our actions while at work enhance our own wellbeing and that of others.  **Diversity, discrimination and stigmatisation**  We will act in ways that enhance expressions of diversity, challenge discrimination and reduce stigmatisation. We will act in these ways within the workplace, with our clients and their whānau and in our communities.  **Integrity**  We will ensure that our behaviour while at work would always bear the scrutiny of others. In situations where we are unsure about the right thing to do or we think we may have a conflict of interest, we will ask and seek guidance. If we see someone else behaving in a way does not line up with our values we will not ignore it but address it with them and someone else if necessary.  **Connection, relationship and trust**  We place high value on relationships and will work to ensure that they are healthy and supportive. We know that trust needs to be cultivated and commit ourselves to this. We also understand that there are circumstances where confidentiality must be upheld. | |

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| **Health & Safety** |
| ADL believes the engagement of all team members in Health and Safety management is essential for good Health and Safety practice. All ADL team members will demonstrate their commitment to Health and Safety by:   * Ensuring their own Health and Safety and that of others around them * Being actively involved in the management of hazards and risks their position might be exposed to * Participating in all Health and Safety initiatives that apply to their position, and any other initiatives of interest * Providing suggestions and solutions for the improvement of Health and Safety practices at ADL. |