

Application Pack for



General Manager/Tumuaki

Central Plateau Rural Education Activities Programme

January 2025

This application pack provides essential information for your use.
Please see the application instructions on the last page.

(please also complete and submit the separate personal data file)

Contents

Contents.....	2
From the Tumuaki/General Manager Appointment Panel.....	3
About Central Plateau REAP	4
Map of Central Plateau REAP Region	4
Our Early Childhood and Schools Work	5
Our Adult and Community Education (ACE) Work	5
About the REAP Movement and REAP Aotearoa	8
Summary Position Description	9
Competencies that will contribute to the success in this position	10
Expected Skills of successful Applicants.....	10
Rewards.....	10
Central Plateau REAP Full JOB DESCRIPTION.....	11
Central Plateau REAP Organisational Chart.....	15
Advertisement for the General Manager Position.....	16
Important Application Information.....	16
Position Application Guidelines	18
Key Dates	18

From the Tumuaki/General Manager Appointment Panel

Tēnā koe

Mauruuru koe mo te tango i te kete korero mo tenei.

Kei te koa matou ki te tuku i tenei ratonga me te tumanako ki te whakarongo mai i a koe.

Thank you for downloading the Information Pack for the Tumuaki / General Manager position.

This is a critical role for REAP Centra Plateau and indeed for the REAP movement, and we are excited that we have set out on a journey to find the right person to fit this role to lead our team of 13.

Please take your time to thoroughly read and digest the information, in order to ensure that your application material is **specifically tailored** for this position, and that it addresses the Key Tasks, and the Person Specifications outlined in this information pack.

Ngā mihi nui

Marilyn Kidd
Board Chair

About Central Plateau REAP

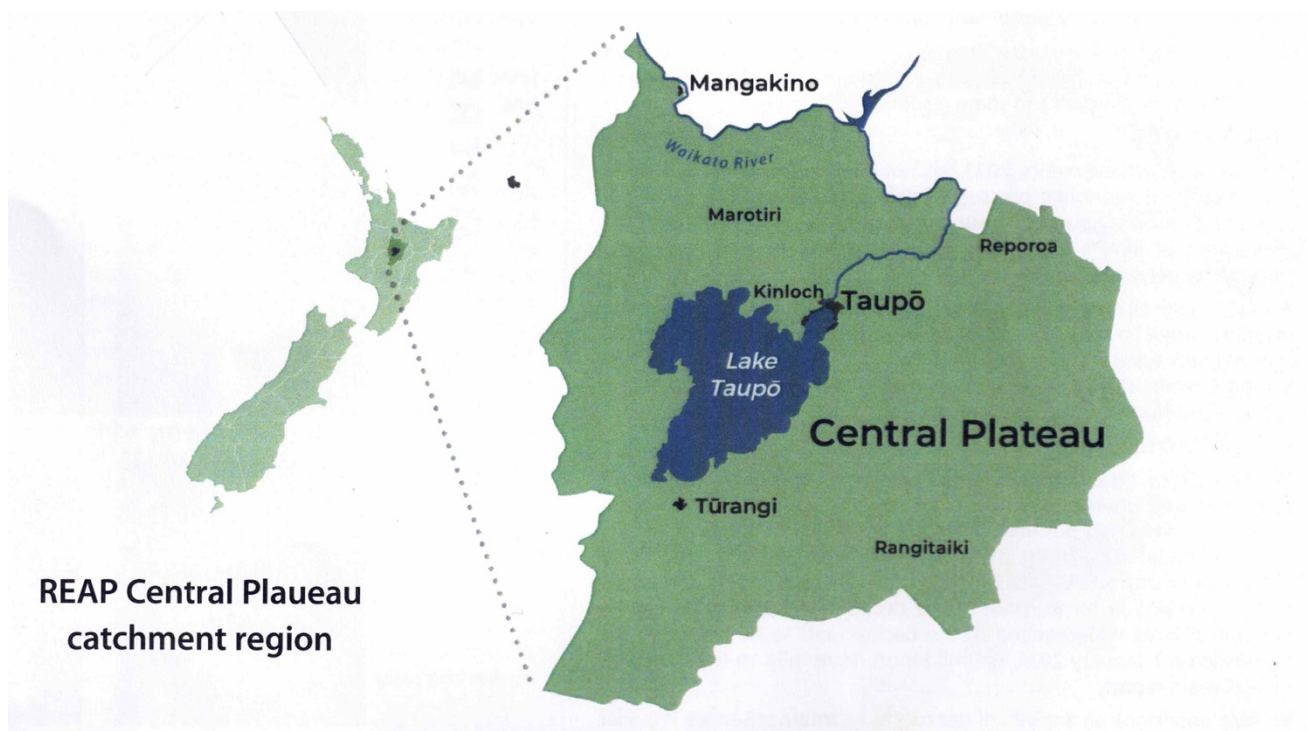
Central Plateau REAP works to advance community development through quality lifelong education in our region. REAPs believe in lifelong and life-wide learning. We work across all education sectors, Early Childhood, Schools and Community Education in a way that focuses on solving issues through creating individual and collective capacity.

The location of work for the General Manager is in our home base in Taupō, at 73 Titiraupenga St.

Our current staffing structure is attached, and our work is supported by an experienced Board.

Central Plateau REAP has been in existence since 1979 and REAPs have been around for more than 40 years.

Map of Central Plateau REAP Region



Our Early Childhood, Schools and Adult Education Work

Early Childhood

Regional educational priorities

- Reduce rural isolation for learning and provide equal opportunities for everyone in early childhood education. Every child is welcome within any early childhood setting.
- Increase participation and engagement in good quality early childhood education and transition to school. Support all early childhood settings in the provision of high quality educational programmes and engagement. Support all early childhood educators and teachers to enhance children's well-being and sense of belonging in their early childhood setting
- Provide programmes that support and enhance social and emotional skills for all tamariki.
- Remove learning difficulties or additional learning needs as a barrier for presence in early childhood education. Provide support and enhance additional learning for all tamariki parents and whānau to progress and achieve

Playgroups

REAP playgrounds offer well-resourced nurturing and safe environments for young children and their whānau in Turangi, Kinloch, Marotiri and Rangitaiki

Our Kaupapa is Whakawhānuangatanga - facilitate a nurturing inclusive environment for all learners.

Professional development for early childhood teachers and educators

Our REAP programmes provide opportunities for all learners to progress and achieve through developing strong rural communities and establishing relationships. Our kaiako activities, programmes and playgroups provide opportunities for everyone to progress and achieve in early childhood education

Schools

Regional priorities

To remove rural isolation and learning difficulties as barriers to student presence in schools/kura/kahui ako.

To support schools/kura/kahui ako in the provision of high quality education to ensure student participation and presence.

To support schools/kura/kahui ako in providing programmes that enhance student well-being.

To support schools/kura/kahui ako in meeting the needs of students at risk of underachievement.

Dyslexia support, and screening for Specific Learning Disorder (SLD)

Adult and Community Education (ACE)

Our ACE staff work with the communities of the region to develop programmes that meet both community needs and the Tertiary Education Commission (TEC) ACE priorities. (below):

1. (TEC) ACE priorities improve employability, such as:
2. promote social and cultural inclusion and participation, including, but not limited to: courses in languages such as te reo Māori, New Zealand Sign Language.
3. courses supporting digital inclusion;
4. raise foundation skills through courses in improving health and wellbeing, such as through courses in parenting, mental health and resilience, or conflict resolution/anger management
5. Literacy through Art
6. Autism support (via Autism NZ)
7. Rāranga Herekeke (flax weaving)
8. Te Tiritiri o Waitangi workshops
9. Sustainability workshops

Rangatāhi and Whānau Services

Rangatahi Tutoring & Mentoring

Transition to Adulthood

Our transition service offers flexible, comprehensive and compassionate support for young people aged 15 to 25 who are leaving Oranga Tamariki care or a youth justice residency programme. Recognising the wide range of challenges faced by young people moving from care to independent living, our service focuses on meeting their individual needs.

Wānanga

All rangatahi who engage with us in one or more of our programmes have an opportunity to attend wānanga. There a range of wānanga that we deliver or support. These wānanga create opportunities for new experiences that our rangatahi might not otherwise have access to.

He Pūkenga Ngahere

This is a hikoi into the ngahere focused on where the kai exists in the natural world and insights into various kai resources.

Noho Wānanga Camp

This programme is delivered in a wānanga format in a very remote, natural environment, with no Internet or mobile phone service. The focus is on nurturing connections, relationships and value in a culturally safe, natural environment, with emphasis on connection through whakapapa.

Open Sea Fishing

Open sea fishing offers a complex learning experience that encompasses environmental awareness, life skills development, physical activity, and cultural appreciation.

Canopy Tours

The Canopy Tours are another excursion that builds upon engagement and relationship building for our rangatahi. The excursion reinforces the sustainability of the ngahere, pest control and giving back, rangatahi experience experienced the wairua of the Ngahere.

Strengthening Families

Strengthening Families is a structured, voluntary, early intervention processes that is family/whānau centred where community organisations and government agencies work together to improve the

health education and social outcomes for the families and whānau.

Networking


We believe that community networking nurtures positive change and meaningful outcomes for whānau. Our quarterly network Hui offers an ideal platform for sharing updates on the services available within our rohe.

About the REAP Movement and REAP Aotearoa

REAP Aotearoa (RA) is made up from the 13 member REAPs.

RA's Board is elected and appointed by the 13 REAPs, and their work is supported by a National Director, Tracey Shepherd.

REAP Aotearoa sub-contracts each REAP for their core work in early childhood, schools and adult education.



REAP
AOTEAROA
Taiako Taiwhenua ki Aotearoa

REAP Aotearoa is the national collective of REAPs (Rural Education Activities Programmes), whose shared purpose is to develop rural communities through quality lifelong education.

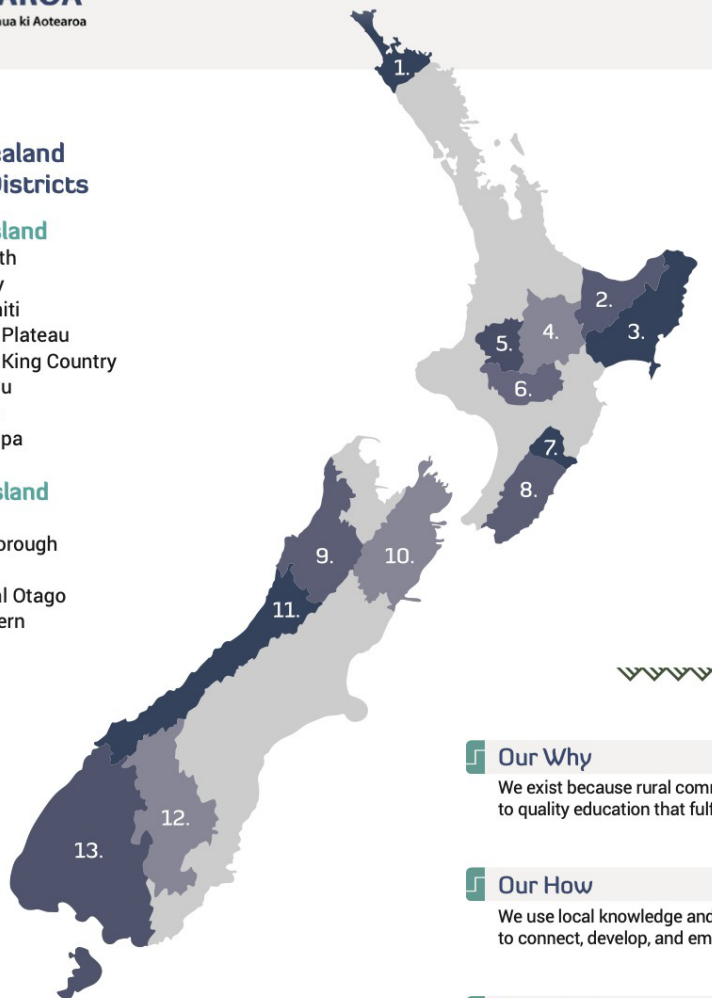
New Zealand REAP Districts

North Island

1. Far North
2. Eastbay
3. Tairāwhiti
4. Central Plateau
5. Central King Country
6. Ruapehu
7. Tararua
8. Wairarapa

South Island

9. Buller
10. Marlborough
11. West
12. Central Otago
13. Southern



Our Why

We exist because rural communities have the right to quality education that fulfills their aspirations

Our How

We use local knowledge and relationships to connect, develop, and empower people

Our What

We deliver lifelong learning activities that are responsive, contextual, and collaborative

Summary Position Description

Job Description – General Manager

Job Title:	General Manager/ Tumuaki
Hours per Week:	Full time – 40 hours per week
Employed By:	Central Plateau REAP Inc
Responsible to:	The Central Plateau REAP Board via the Chairperson
Responsible for:	Leading the Central Plateau REAP Staff
Position Purpose:	To support the development of the communities of the Central Plateau Rohe, through supporting the staff in their work to achieve the strategic goals of the organisation and the REAP movement
Supervision:	Professional support and supervision from the Board Chair
Appraiser:	Board Chair
Employment Agreement:	Individual Employment Agreement
Remuneration:	Will be paid a competitive negotiated salary
Location of Work:	Central Plateau REAP office, 73 Titirapenga St, TAUPŌ

Our goals are to uphold the principles of Te Tiriti o Waitangi, and to manage and lead the organisation towards the realisation of its foundation statement. “Whakakā te pito mata.” Empowering, connecting and enabling rural Central Plateau communities through transformative, sustainable, relevant, quality, accessible learning for life.

We are looking for someone with an authentic leadership style, who can engage and empower Central Plateau REAP’s team.

You will be someone who has the ability to adapt and plan for growth, can make sound decisions in an ever-changing environment, and effectively lead a team to grow the opportunities for Central Plateau REAP.

You will be able to demonstrate your understanding of Te Tiriti O Waitangi and apply this to a Central Plateau REAP context and walk comfortably in both te ao Māori and Pakeha settings.

You will understand the complexities of community development through education and its application to the work of REAP.

Competencies that will contribute to the success in this position

- Has proven leadership experience.
- Has significant educational leadership experience in either Early Childhood, Schools or Adult Education
- Has a relevant tertiary qualification
- Proven experience, working with and for rural communities
- Passionate about lifelong learning, and ensuring rural communities in particular are served well by the organisation
- Experience in both strategic and operational management.
- Can demonstrate recent positive experiences of working with Māori
- Some te reo Māori already, and a willingness to work at increasingly improving on current ability and knowledge
- Confidence in working collaboratively with funders, providers and Iwi
- Comfortable with advocacy and media engagement
- Demonstrated ability to lead and inspire teams and to support and develop a positive workplace culture.
- Understanding and demonstrating a personal commitment to Te Tiriti O Waitangi
- Demonstrate above average computer skills

Expected Skills of successful Applicants

- Strategic, analytical and conceptual thinking capabilities and the ability to translate strategic direction into successful operational initiatives.
- Highly developed written and verbal communication skills
- Strong business acumen and financial management skills.
- A connector and collaborator with a track record of success in building and maintaining exceptional relationships with diverse stakeholder groups.
- Advanced computer technical skills

Rewards

- Competitive negotiable salary
- Huge work satisfaction.
 - You will have the chance to see people leading more productive and happier lives through the support of your team.
 - You will see young people more capable because Central Plateau REAP helped them to have opportunities they would not otherwise have had.
 - Stronger communities will emerge because Central Plateau REAP provided critical help to grow their confidence and their skill base

Central Plateau REAP Full JOB DESCRIPTION

JOB TITLE

General Manager | Tumuaki

PURPOSE

The General Manager is primarily accountable to the Board of Central Plateau REAP for meeting its strategic priorities and outcomes.

The General Manager is also accountable to REAP Aotearoa and other contractors for achieving the deliverables specified in contracts Central Plateau REAP enters into.

The General Manager represents Central Plateau REAP through attendance and engagement at Reap Aotearoa meetings and conferences

The General Manager is accountable for the oversight of Capital Assets.

SPECIFIC DUTIES & RESPONSIBILITIES

Relationships with the community and communities of the Central Plateau REAP rohe.

- Participate in and contribute to the development of the Central Plateau REAP's Purpose and Strategic Plan.
- Provide high quality reporting and advice to the Board.
 - o Interacting effectively with the key community organisations and leaders in the Central Plateau region
 - o Ensuring the promotion and delivery of REAP Central Plateau Educational Programmes meets the needs of the community
 - o Ensuring community development and educational needs are identified in conjunction with the appropriate iwi and hapu groups, and that REAP works with them to build partnerships and effective working relationships.

Contribute to the strategic and business planning process and execute areas of responsibility:

- Participate in and contribute to the development of the Central Plateau REAP's Purpose and Strategic Plan.
- Provide high quality reporting and advice to the Board.
- Leadership of finance & HR initiatives.
- Maintain professional and effective working relationships with the members of internal and external stakeholders.
- Contribute to business planning, budget, and other operational matters.

Demonstrates leadership across the organisation and supports the Central Plateau REAP values and culture:

- Drive efficient performance of the Central Plateau REAP functions.
- Provide direction in relation to Finance incorporating:
 - o Budget and financial management.
 - o Financial reporting and obligations.
 - o Payroll.
 - o Procurement.
- Provide direction in relation to staff incorporating:
 - o Human Resource management.
 - o Employment Relations.
 - o Health & Safety.
 - o Wellbeing.

Contribute to the Central Plateau REAP overall achievement of key strategic priorities, compliance requirements and quality and financial targets:

- In relation to human resources, ensure a high-quality, cost-effective service to the Central Plateau REAP employees.
- Provide accurate, timely and high-quality advice to the Chair and Board.
- Establish and deliver the annual business plan / budget.
- Develop operational plans and goals which reflect the strategic direction of the Central Plateau REAP.
- Develop, support, and adhere to the Central Plateau REAP policies and procedures, code of conduct and relevant requirements.
- Establish and meet annual Performance Appraisal targets.

Contribute to the Central Plateau REAP growth through the application of proven financial and business innovation skills:

- Ensure the sustainability of the Central Plateau REAP finances and resources.
- Monitoring and management of the budget and Key Performance Indicators for Central Plateau REAP
- Authorise purchases up to budget policy or delegated limitations.
- Ensure financial recommendations are in line with the strategic plan of the organisation.
- Oversee the financial management systems to ensure the highest standards of data quality and integrity.
- Provide forward-looking financial strategies and advice and budgeting of new initiatives.
- Undertake robust analysis of new opportunities and demonstrate strong business capabilities.
- Build and maintain strong relationships with Community, Partners, Donors, Government Agencies and other stakeholders.
- Maintenance and oversight of Fundraising initiatives.
- Collaborate with stakeholders to identify opportunities for programme expansion and improvement

Identify risks and impacts, implements, and deploys solutions:

- Ensure Central Plateau REAP has adequate working capital.
- Recommend capital spending and maximize use of assets.
- Identify financial and/or systems risk and develop solutions to eliminate or minimize.

Management of Human Resources

- Recruitment
 - Leadership of the recruitment process including, vetting, offers of employment and induction.
 - Develop retention strategies.
- Remuneration
 - Lead salary review process for staff.
- Employment Relations
 - Develop and implement policies / procedures so Central Plateau REAP complies with employment legislation and employment related risk is mitigated.
 - Interpret and advise the Board on legislative requirements/precedents.
 - Advise the Board on employment relations issues and processes including performance management and disciplinary actions.
- People and Culture
 - Ongoing and measurable development of the Leadership team.
 - Support and monitor performance to gain the best possible service and outcomes
 - Develop and review processes in consultation with the Chair.
 - Lead and develop succession planning in consultation with the Chair.
 - Develop and foster a working environment that supports staff collectively and also recognizes individual skills, abilities, and needs.
 - Conduct an annual review of direct reports and ensure that all staff receive the same, with regards to terms of job descriptions, employment agreements, and salaries.
 - Ensure that all statutory requirements are met in terms of employment law, taxation, ACC, Health and Safety, leave requirements, etc.
 - Ensure that staff receive training and resources to enable them to fulfil their functions.
 - Process any grievances from staff, participants or associates according to the grievance procedure of the organisation.

Professional Development Support:

- Providing professional support to all staff through organising training as appropriate.
- Assess the learning needs of all staff and support with appropriate Professional development plans and opportunities
- Ensure all team members are appraised using the processes agreed.
- Continue to assess the learning needs of Staff.

Ensure the building of infrastructure services able to service Central Plateau REAP:

- Engage with external financial advisors and auditors and ensure that Central Plateau REAP operates within legislative guidelines.
- Strategic leadership and direction of the implementation of a Central Plateau REAP health and safety management system.
- Provide oversight and ensure resolution following investigation of high-risk hazards and incidents. Proactively promote and consider health and safety in operational functions and projects.
- Actively support injured staff during return-to-work processes.
- Actively manage and oversee the Capital Assets of Central Plateau REAP

Governance

- Support and adhere to Central Plateau REAP policies and procedures, code of conduct and relevant Acts.
- Maintain a good working relationship with all the Central Plateau REAP stakeholders.
- Ensure a high quality and timeliness of reporting and responsiveness to the Chair.

Health and Safety

Ensure the organisation maintains a safe and compliant work environment, and that Health & Safety are prioritised throughout the organisation

- Act responsibly and proactively as required by current health and safety legislation and by:
 - Identifying and reporting new hazards and incidents and accidents.
 - Undertaking health and safety training as required.
 - Responding appropriately to emergency management and evacuations.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual, work the hours and times specified, and maintain a physical presence in the office
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Education

- Relevant tertiary qualification.

Experience

- Has significant educational leadership experience in either Early Childhood, Schools or Adult Education
- Experience in both strategic and operational management and ability to move between both. Previous experience within a not-for-profit community organisation including financial management.
- Experience managing staff and contractors.
- Strong people management skills including ability to manage conflict and give and receive feedback. Experience in effective relationship-building, networking, and negotiation.
- Experience with advocacy and media engagement and as a media spokesperson.
- Confidence with public speaking.
- Excellent communication skills - both written and oral.
- Knowledge of the local political environment and New Zealand political processes is ideal.
- Demonstrated experience in:
 - o The leadership, development, and management of employees, with at least 5 years' experience in a management role.
 - o Teamwork (both as a leader and as a team member).
 - o An innovative, collaborative, resilient and resourceful approach with the ability to work strategically and operationally in all areas of responsibility.
 - o Budget establishment, monitoring and management.
 - o High level, pro-active internal/external communication in all forms.
 - o Development of effective partnerships.
 - o Effective problem solving and decision making.
 - o Setting and achieving goals.
 - o Ideal, but not essential: experience in the Sector.
- An Engaged and Collaborative Leader:
 - o Demonstrates ethical commitment to the importance of dignity, respect, and purpose in the lives of all individuals.
 - o Acts as a pivotal leader, delegating effectively and generating trust and respect across the organisation.
 - o Partners with others to get work done.
 - o Credits others for their contributions and accomplishments.
 - o Experience in seeking collaborative solutions in a team and community-based setting.

Treaty of Waitangi

- Understanding of Te Tiriti o Waitangi.
- Demonstrates understanding of the principles of te Tiriti o Waitangi and their contemporary application to Central Plateau REAP's work.
- Applies tikanga in relevant work situations.

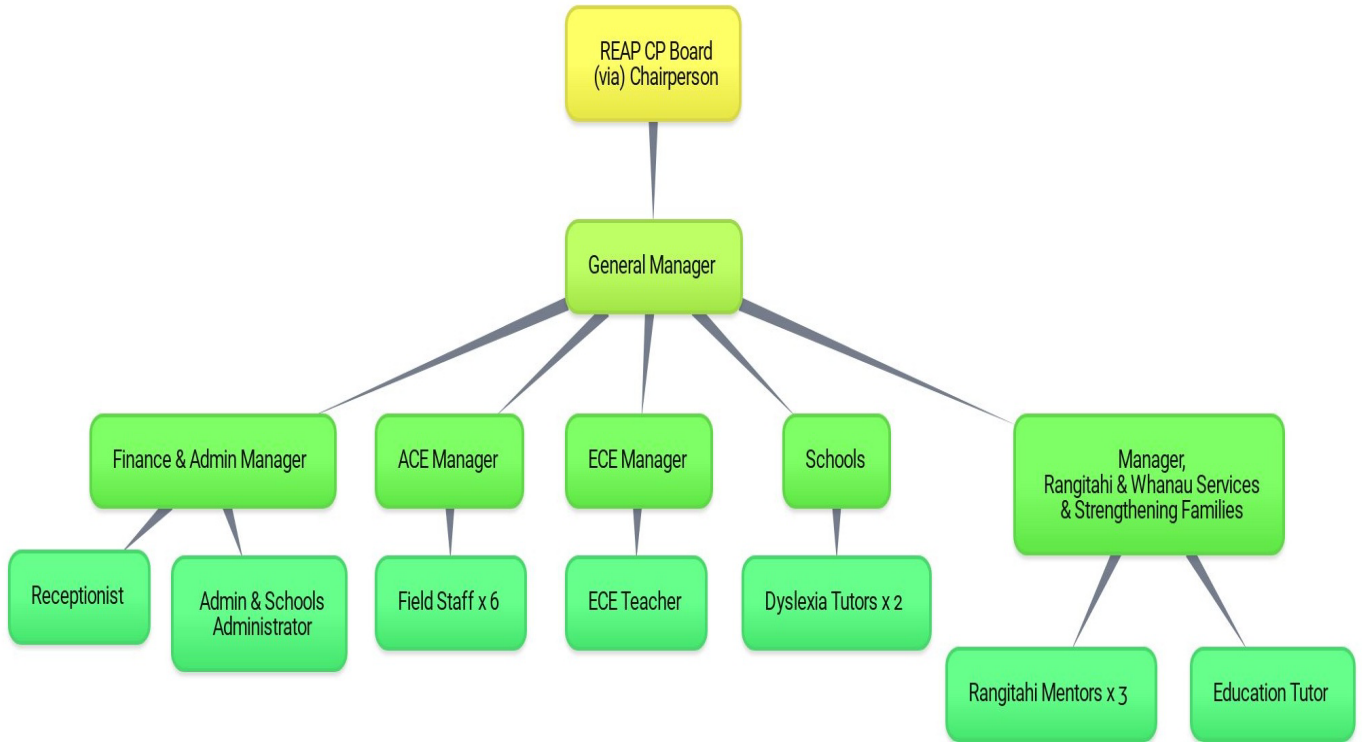
Skills

- Strategic thinking, creative thinking, community thinking.
- Ability to make and set operational decisions, priorities, and direction. High communication ability both internally and externally through verbal, written, visual and digital media.
- High level of commercial awareness.
- Ability to interpret, extract and analyse financial information.
- Ability to make informed decisions independently.
- Ability to negotiate effectively.
- Ability to identify and mitigate risks.

Attributes

- Highly customer focused.
- Collaborative.
- Focused.
- Organised.

Central Plateau REAP Organisational Chart



Advertisement for the General Manager Position, January 2015



Tumuaki / General Manager

REAP Central Plateau

*“Tangata ako ana i te kāinga, te tūranga ki te marae, tau ana”
A person nurtured in the community contributes strongly to society*

Based in our Taupō office, REAP Central Plateau is seeking an experienced senior leader to join the team as their new Tumuaki / General Manager. One of 13 well-known and respected REAPs across the country, REAP Central Plateau is an organisation that focuses on developing local communities through education.

As an education provider, we are committed to supporting rural learners of all ages and stages to fulfil their potential. Leading a passionate team with a focus on ensuring that local people realise their right to education, this is your opportunity to bring exceptional leadership to a team and a kaupapa that makes positive social change.

Be the key leader and influencer in achieving our Vision of ‘confident and connected communities across the Central Plateau’ and our Mission ‘to facilitate lifelong learning and community wellbeing’

The Ideal Person:

- Is an experienced and proven leader of people in a non-profit environment, with a passion for community education and wellbeing, and with strong leadership and team management skills.
- Has a Tertiary qualification in a relevant field (e.g. non-profit management, Adult Education or Social Work).
- Has experience in strategic planning and operational management (including large/complex budgets and projects), contract management, compliance,

stakeholder engagement and working positively and collaboratively with a Board of Governors.

- Is an effective relationship builder and excellent communicator with strong interpersonal skills, confident in working collaboratively with staff, Iwi, funders, providers, stakeholders and regulatory bodies.
- Is comfortable with advocacy and media engagement.
- Is a leader comfortable working in a Te Tiriti lead environment, preferably with some understanding of Te Reo Māori.

In return we can offer you:

- An opportunity to flourish and realise a vision in collaboration with the Board.
- A chance to make a significant difference to education in the Central Plateau communities.
- A competitive salary plus wellbeing/personal development (CPD) opportunities.

This is a permanent, full-time position located in our offices at 73 Titiraupenga St, Taupō. Start date and salary to be negotiated.

Our website provides a summary of who we are, and what we do, at www.reap.org.nz

Applications close Friday 14th February at 5pm.

We look forward to receiving applications from suitably qualified and experienced people.

Important Applicant Information

This is a full time 40 hour per week position, and the 'location of work' is in our offices at 73 Titiraupenga St, Taupō.

Position Application Guidelines

Please note that we will only accept applications from potential employees, this is not a contractor position.

To apply, go to our website at www.reap.org.nz and download the REAP application pack and personal data form. The application pack provides essential information.

Having read the application pack, please email your CV (in pdf format only) and completed personal data form to applications@reapcentralplateau.nz

If you wish to provide video content, this must be in addition to, and not a replacement for a full application.

The applicant's 'fit' for each of the Competencies and Expected Skills (page 10) and Summary Job Description (page 9) must be specifically covered in either the cover letter or in the CV.

This position will be advertised in a variety of places.

Applications must be emailed to:

applications@reapcentralplateau.nz

Hard copy applications will not be accepted.

Key Dates

Applications close Friday 14th February 2025 at 5pm

The successful applicant will begin their role as soon as practical and both the start date and salary will be negotiated with the successful applicant.