

POSITION DESCRIPTION

Position Title	Mental Health & Wellbeing Project Coordinator
Business Unit	People, Safety & Wellbeing
Reports to	Mental Health & Wellbeing Programme Manager
Position Type	1.0, 2 year Fixed Term
Location	Wellington, NZ
Date	January 2022

New Zealand Rugby Overview

The vision for New Zealand Rugby is to Inspire and Unify. We do this by living the values of The Rugby Way, Te Ara Ranga Tira, which guides our game from Small Blacks to national teams.

The four pillars (Pou) of The Rugby Way are: Be Our Best (Te Pou Hiranga), Be Welcoming (Te Pou Maioha), Be Passionate (Te Pou Ihihi) & Play Fair (Te Pou Tika).

We strive for rugby teams in black that are unrivalled, a high-performance system that produces the world's best talent, competitions that fans love, and a community game that is strong and cherished. We are committed to New Zealand rugby being financially secure, attracting top partners and contributing actively to the global game.

New Zealand Rugby employs more than one hundred staff who are based in its Wellington head office, Auckland or in a variety of rugby roles throughout New Zealand. Responsibilities include management of our national teams (including the All Blacks), administration of our national competitions, and participation in international competitions including Test matches, as well as assisting community rugby throughout the country. The organisation has direct relationships with its members, including all 26 Provincial Unions, Investec Super Rugby Teams, Commercial and other partners and stakeholders such as the New Zealand Government.

New Zealand Rugby is one of New Zealand's largest sports organisations, with a team of employees committed to ensuring that our national game is run smoothly and effectively at all levels, all over New Zealand.

Purpose

To manage and provide support to New Zealand Rugby's Mental Health and Wellbeing Programme (HeadFirst) in its delivery of key projects and outcomes. This role exists to oversee and coordinate the delivery of the HeadFirst programme's engagement with community rugby clubs and high

POSITION DESCRIPTION

schools, in particular the coordination and delivery of education workshops and any ongoing support.

The key strategic objectives of the HeadFirst programme are:

1. To strengthen the individual's ability and intent to improve or maintain positive mental fitness and utilise effective strategies to cope with challenges in and outside of rugby.
2. Create sustainable environments in the rugby community that are receptive to conversations about mental health and support help seeking and receiving.
3. To use rugby's influence to support and add to the national conversation around normalizing and reducing mental health stigma and promote positive action.

Key Tasks

Project Coordination

- Oversee and coordinate the delivery of HeadFirst wellbeing workshops to community rugby clubs and high school environments.
- In conjunction with the Programme Manager, support the development and implementation of a project plan for HeadFirst.
- Oversee and coordinate a HeadFirst for Schools programme pilot.
- Support the Programme Manager to define and achieve objectives of the HeadFirst programme.
- In conjunction with the Mental Health and Wellbeing team create schedules, project timelines and track deliverables.
- Identify and resolve issues and potential barriers to delivery as they arise.
- Work alongside an external evaluation company to monitor the impact of the HeadFirst workshops and other education elements, ensuring the delivery is meeting the desired outcomes outlined in the programme strategy.
- Provide regular monitoring and evaluation reports to the Mental Health and Wellbeing Programme Manager.
- Provide project support to the Mental Health and Wellbeing Team.
- Provide support to the Mental Health and Wellbeing Programme Manager to produce presentation content (slides, notes etc.) for education and delivery opportunities.
- Facilitate the delivery of education workshops into a range of rugby settings.
- Continue to ensure the prioritisation of the wellbeing of Māori and Pasifika, including elevating the concepts of Te Whare Tapa Wha, Fonofale, and whānau ora and embedding the principles of whanaungatanga, cultural connectedness and identity as part of a holistic view of wellbeing.

Learning and resource development

- Lead the development and creation of a range of educational resources and collateral such as fact sheets, booklets and posters in alignment with the HeadFirst programme strategy.

POSITION DESCRIPTION

- In conjunction with the Programme Manager, provide input and support the development of existing online content, in particular maintenance and updating of the HeadFirst website.
- Provide support in the creation and development of online learning content that meets the needs of the programme's key audiences.

Stakeholder relationship management

- Support the maintenance of HeadFirst programme social platforms working closely with the NZR communication and marketing team ensuring the programme is being promoted at regular intervals.
- Liaise with and support the relationship management with community clubs and high schools who are engaging with the programme.

Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan

Key Relationships

This position reports to:	Mental Health & Wellbeing Programme Manager
This job's direct reports are:	Nil.
External Relationships <ul style="list-style-type: none"> • Funding partners e.g. Movember and government. • Collaboration partners e.g. Mental health foundation and Le Va • Professional and emerging professional players • Community and school players • Super Rugby and Provincial Union Management and personnel • Secondary school staff and leaders • Community rugby club personnel • Mental health sector and government agencies 	Internal Relationships <ul style="list-style-type: none"> • Communications and marketing team. • Community rugby team.

POSITION DESCRIPTION

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Person Specification

Experience

- Relevant experience in project coordination or management.
- Some experience working in the mental health or wellbeing sector is preferable.
- Experience developing, managing, and maintaining stakeholder relationships.
- Experience communicating with a wide range of stakeholders and audiences.
- Some experience in the creation and delivery of mental health and wellbeing education.
- Experience working in kaupapa Māori or Pasifika wellbeing services would be advantageous.

Knowledge

- Knowledge of mental health and wellbeing theory and practices.
- Knowledge of the effectiveness of different mental health and wellbeing education tools and strategies across a spectrum of demographics.
- Understanding of confidentiality requirements.
- A strong understanding of Māori and Pasifika models of wellbeing and mental health i.e. Te Whare Tapa Wha and the Fonofale model.
- An understanding of Te Tiriti o Waitangi and its relevance to providing equitable mental health care and support for Māori.

Skills

- Excellent project management and organisational skills, able to juggle priorities professionally and cope effectively in pressure situations.
- Excellent written and oral communication skills.
- Ability to facilitate and deliver education workshops.
- Sound analytical and decision-making skills.
- Some comfort working with technology such as websites and online learning.

Competencies

Behaviour	Everyone	People Leaders
Be Welcoming	<ul style="list-style-type: none"> • Respects and values others' styles, opinions, backgrounds and beliefs • Understands the motivations and situation of others • Promotes an inclusive culture welcoming all ages, genders, ethnicities, sexualities, religions or physical abilities 	<ul style="list-style-type: none"> • Stays connected to the team • Cultivates a team culture by advocating collaboration across teams • Actively seeks others' involvement

POSITION DESCRIPTION

<p>Be Our Best</p>	<ul style="list-style-type: none"> • Seeks and acts upon feedback to improve performance • Recognises & develops own strengths and work-ons • Shares knowledge and skills • Respects and values the contribution of others • Identifies areas where a difference can be made and adds value • Works to gain trust and respect with all stakeholders • Responds positively to change • Is forward-thinking, always looking striving to improve and be the best • Consistently delivers on time • Puts their hand up when help is required or when it's required by others • Sees opportunities rather than barriers • Speaks up and challenges where there are issues, risk or inefficiencies 	<ul style="list-style-type: none"> • Ensures the right people are in the right job at the right time • Provides the tools needed for success • Invests in growing our people and supporting their holistic development • Sets attainable challenges & recognises and reinforces development efforts • Shares information and provides effective coaching • Takes the time to understand individual's strengths and where/how they can add value • Engages and utilises people from across NZR in the development and execution of business priorities • Looks long-term, to generate and encourage new ideas • Walks the talk • Ensures the wider team understand how what they do fits with NZR's vision and key strategic challenges • Prioritises the wider team's goals and intentions accordingly
<p>Be Passionate</p>	<ul style="list-style-type: none"> • Demonstrates a can do attitude, always open to opportunities • Pursues everything with energy and drive • Strives to achieve stretch goals • Always an ambassador for NZR and the game • Loves what we do – works here because it's fun and we connect with others • Is a team player, connects with people 	<ul style="list-style-type: none"> • Creates a highly engaged environment and culture • Encourages responsible risk taking where mistakes are owned and learned from • Encourages research and learning in relevant areas of rugby, sports and other business to understand future trends
<p>Play Fair</p>	<ul style="list-style-type: none"> • Is honest and constructive in discussions • Acts for the good of the game and respects its heritage, history and heroes • Is open, supportive and considerate • Actively listens, considers and takes on board other views • Behaves with integrity and is responsible for own behaviour 	<ul style="list-style-type: none"> • Ensures people know what is expected • Has the team's back • Trusts others to make good and timely decisions • Clearly and consistently communicates with all team members

POSITION DESCRIPTION

	<ul style="list-style-type: none">• Looks after others and steps in if something is not right• Fronts when something goes wrong, owns the action and the consequence	
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Authorities / Dimensions of the Position

Staff – Nil

Budget – Controls expenditure budget subject to delegated authority

Contractual – Signs letters and contracts on behalf of the organisation within specified delegated authorities.

Manager Name: _____ Signature _____ Date: _____

Employee Name: _____ Signature _____ Date: _____