

## **Job title**

Mayor's Taskforce for Jobs (MTFJ) Employment Navigator

## **Job purpose**

The MTFJ Employment Navigator plays a vital role in supporting young people into sustainable employment outcomes by providing tailored job coaching, mentoring, and access to employment pathways. The role involves working closely with employers, community organisations, and stakeholders to create meaningful job opportunities while ensuring participants receive the wraparound support needed for long-term career success. The Navigator will lead the effective implementation and management of the MTFJ programme, ensuring alignment with its objectives and funding requirements.

## **Specific duties and responsibilities**

### **Youth Engagement and Support**

- Work directly with young people, providing tailored job coaching, mentoring, and career guidance.
- Manage referrals, job placements, and access to financial support for job readiness and work-related expenses.
- Provide wraparound support services, ensuring young people are job-ready and have the necessary resources to succeed in employment.
- Monitor progress and provide ongoing support to ensure sustainable employment outcomes.

### **Employer and Community Engagement**

- Develop and maintain strong relationships with employers, industry groups, and local businesses to secure sustainable employment opportunities for youth.
- Manage employer partnerships and collaborate with community organisations to enhance employment pathways.
- Organise outreach events, job expos, and networking sessions to connect youth with employment opportunities.

### **Programme Implementation and Management**

- Oversee the implementation, stakeholder engagement, and financial management of the MTFJ programme.
- Ensure alignment with MTFJ objectives and government funding requirements.
- Lead reporting, data collection, and programme evaluation to demonstrate impact and effectiveness.

### **Marketing and Promotion**

- Assist with marketing and promotion of the MTFJ programme to increase youth and employer participation.
- Develop and share success stories to highlight programme impact and inspire community engagement.
- Support digital and social media initiatives to enhance visibility and outreach.

## **Key Relationships:**

### **Internal:**

- Office of the CEO
- Finance
- Local council representatives

**External:**

- Employers and industry representatives
- Community organisations and training providers
- Youth participants and their families
- MSD and funding agencies
- Government agencies and regional stakeholders

**Delegated Authority:**

- \$5,000

**Staff management:**

- N/A

**Reporting To:**

- Chief Executive

**HEALTH AND SAFETY:**

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

**General Duties**

- Be punctual and work the hours and times specified.
- 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 fulfillment 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 and education**

### **Essential:**

- Experience in employment services, youth development, recruitment, or a related field.
- Strong relationship management and networking skills.
- Understanding of youth employment challenges and support needs.
- Ability to engage and mentor young people effectively.
- Strong organisational and financial management skills.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office and data management systems.

### **Desirable:**

- Experience working with government-funded employment programmes.
- Knowledge of local labour market trends and industry needs.
- Experience in event coordination and community outreach.
- Understanding of Te Tiriti o Waitangi and its application in youth employment initiatives.

### **Additional Information:**

- Some travel may be required to engage with employers and community stakeholders.
- Flexibility in work hours may be needed for events and youth engagement activities.