

POSITION DESCRIPTION

Employee	Vacant
Position	Assistant Services and Outreach Manager
Employment Basis	Permanent, Full-time (37.5 hours per week)
Location	NZAF Āwhina Centre, 187 Willis St, Wellington NZAF Te Toka, 1/275 Cashel St, Christchurch This position is Wellington-based and requires fortnightly travel to Christchurch for 2-3 days at a time.
Reporting to	Services and Outreach Manager
Team Purpose	The Burnett Foundation Aotearoa Services and Outreach Team contributes to the Foundation's work in the areas of developing individual skills, building the strength of communities, and enhancing the capacity of the health workforce to meet the needs of those we serve. The team achieves this through the provision of HIV and STI testing and support, therapeutic and support services, peer-led group programmes and education. We deliver programmes and services from our three offices and we also partner with likeminded organisations to maximise the impact of our work.
Direct Reports	This role has five direct reports across the Āwhina and Te Toka centres
Key Internal Relationships	<ul style="list-style-type: none"> • Chief Executive Officer • Senior Leadership Team • Services and Outreach Team • Policy and Science Team • Social marketing, Communications and Fundraising teams
Key External Relationships	Key organisations and individuals relevant to Burnett Foundation's goals in the areas of service and outreach include: <ul style="list-style-type: none"> • Sexual health and infectious diseases services • GPs, Nurses, Māori health providers and other key primary care providers • Other community organisations in the HIV / sexual health sector • Relevant hapu and iwi organisations • Rainbow community organisations and venues
Role Purpose	The Assistant Services and Outreach Manager will: <ul style="list-style-type: none"> • Support the Services and Outreach Manager in the development and delivery of Burnett Foundation's services and outreach plans across Aotearoa • Actively guide, support, and develop their teams to ensure team members flourish and work achieves tangible outcomes • Champion client-centred service/programme design and finding new ways of working to achieve greater impact • Work closely with the Services and Outreach Manager to develop and maintain a range of strategic relationships that support Burnett Foundation Aotearoa to work towards team and organisation vision and mission

Who we are

Burnett Foundation Aotearoa (formerly New Zealand AIDS Foundation) has been at the forefront of the community response to HIV in Aotearoa for nearly 40 years, a history we're very proud of.

With the same passion and commitment as those who came before us, we are working hard to prevent HIV transmission, reduce stigma and maximise the wellbeing of those most affected.

Through our community engagement, behaviour-change marketing campaigns, and testing and therapeutic support services, we reach people across the country.

As a registered charity, our work is made possible through funding from the Manatū Hauora (Ministry of Health), passionate trust foundations and donations from like-minded individuals who share our vision. Together, we are working towards an Aotearoa with zero HIV transmissions, where people living with or affected by HIV flourish.

Key Areas of Responsibility and Ownership

Organisational Leadership
<ul style="list-style-type: none"> • Support the Services and Outreach Manager to ensure the services and outreach function is best positioned to deliver on Burnett Foundation's strategic plan, responds to new evidence and is valued and respected internally and externally. • Actively support the Services and Outreach Manager and broader management team in managing and promoting culture change within the organisation to support organisation-wide thinking and improved ways of working across teams.
Management
<ul style="list-style-type: none"> • With the Services and Outreach Manager, develop, implement, and monitor annual operating plans for the services and outreach function. • Support the Services and Outreach Manager to ensure workflows and project responsibilities are clearly delegated across the national team • Champion innovation and new opportunities to support the Burnett Foundation Aotearoa strategic objectives • Manage staff to ensure they are well supported to succeed in their roles and achieve agreed outcomes. This will include recruitment, induction, training, coaching, development, and performance management. Ensure adequate staffing levels to respond to changing demand patterns. • Support the Services and Outreach Manager to develop expense budgets and manage expenditure. • Ensure plans are informed by high quality data and a culture of evaluation is built into services and activities • Contribute to regular reports on progress against KPIs and the annual operating plan for the management team, funders and NZAF Board.
Service Delivery
<ul style="list-style-type: none"> • Maintain and develop quality client-centred services including HIV/STI testing, condom provision, therapeutic and support services and peer advice • Ensure a culture of continuous improvement through regular review of client feedback, evaluations, and international best-practice • Oversee the ongoing development of the services database, including staff training, to provide seamless client experiences, protect client information and produce quality data for analysis.
Education and other programmes
<ul style="list-style-type: none"> • Oversee the development and delivery of an education programme for communities and the health workforce that support the goals of Burnett Foundation's strategic plan • Support the ongoing development and expansion of our continuum of therapeutic and support service offerings including peer programmes tailored and targeted to our priority groups
Relationships and Partnership
<ul style="list-style-type: none"> • Whanaungatanga - Build and maintain relationships and partnerships with key stakeholders – agencies, organisations, community venues/spaces and individuals that support the implementation and equitable distribution of Burnett Foundation services and outreach activities. • Ensure condoms and other resources/collateral are distributed appropriately with stakeholders and key community venues and spaces
Self-Development

<ul style="list-style-type: none"> • Through the Burnett Foundation Performance Review process, establish personal/professional development needs/goals that support success in the role of Assistant Services and Outreach Manager. • Maintain familiarity with relevant evidence and best-practise in HIV and STI prevention and health promotion.
Health & safety and Wellbeing
<ul style="list-style-type: none"> • Proactively support the creation of a positive health and safety culture at Burnett Foundation Aotearoa. • Ensure a clear understanding and knowledge of health and safety policies and procedures. • Ensure a clear understanding of the hazards and control measures associated with daily operations at Burnett Foundation Aotearoa. • Contribute to a positive and inclusive work environment, one that respects each other and values diversity.
Any other reasonable task which is consistent with the overall purpose of the position.

Skills, Experience & Qualifications.	
Essential	<ul style="list-style-type: none"> • Experience managing staff • Experience providing effective direction and support to a multi-disciplinary team • Ability to traverse organisational strategy and day-to-day operations with ease • Experience developing and managing budgets • Experience managing the delivery of a health service or health promotion programme • Experience working with, understanding of Gay, bisexual and other men who have sex with men and or Rainbow Communities • Demonstrated ability to develop and maintain strategic relationships • Ability to work and communicate effectively with the groups most impacted by HIV in Aotearoa. • Self-motivated and able equally as effectively in a team environment or independently. • Ability to prioritise work effectively, manage changing and conflicting demands and expectations. • Professional approach to sexuality and sexual issues.
Preferred	<ul style="list-style-type: none"> • Knowledge of HIV, sexual health issues and specific health issues facing men who have sex with men and their partners in Aotearoa • Lived experience in one or more of Burnett Foundation's priority populations (men who have sex with men, people living with HIV, Māori, people from high HIV prevalence countries) • Previous experience in HIV prevention work • Knowledge and/or experience of the not-for-profit sector
Technical / Practical	<ul style="list-style-type: none"> • Ability to work flexible hours. • Understanding and ability to manage personal/professional boundaries. • Excellent oral and written skills in English. • Excellent computer skills including Microsoft Office programmes.
Cultural Responsiveness	We welcome applications from prospective employees who already have some knowledge of Tikanga Māori and Te Reo Māori. It is essential that all employees demonstrate willingness to learning in these areas.
Qualifications	A tertiary qualification in at least one of: Health Promotion, Health or Social Care Management, Population/Public Health, Community Work or Community Development. Equivalent work experience may be considered in lieu of a tertiary qualification.

Position Description Acceptance

I, _____ (employee signature) _____ (date)

have read and agree to accept and work by the above Position Description.

I, _____ (manager signature) _____ (date)

agree that this Position Description is accurate and current.