



Job Description

Position:	Kōrero & Care - Project Coordinator
Type:	Part-time, fixed-term employee contract
Role purpose:	To coordinate and support the delivery of Kōrero & Care , a pilot home-visiting and wellbeing support service for older adults in the Northern Coromandel. The role ensures smooth operations, safe practice, and meaningful connection with some of our most isolated kaumātua/older residents.
Reporting to:	Colville Junction Manager, Larisa Webb

Background

Colville Junction (CJ) is a Charitable Trust founded in June 1997. Our Vision: Strong and vibrant communities in Northern Coromandel. Our Mission: To support our remote communities to meet their needs and aspirations.

Key relationships

- CJ Manager, Manager’s Assistant job share, staff, contractors, trustees and volunteers
- Community members
- Representatives of relevant government agencies and support groups.

Categories	Deliverables
1. Operational Processes & Administration	<ul style="list-style-type: none"> ● Assist with planning, scheduling, and documenting home visits and wellbeing activities. ● Maintain accurate records, visit logs, and simple reporting data for the pilot. ● Support communication materials (emails, posters, community notices). ● Ensure compliance with organisational policies, privacy requirements, and health & safety procedures.
2. Relationships & Communication	<ul style="list-style-type: none"> ● Build warm, respectful, and professional relationships with older adults, whānau, and community partners. ● Communicate clearly with participants, ensuring they feel safe, heard, and supported. ● Liaise with local organisations, service providers, and community networks.
3. Project Delivery & Support	<ul style="list-style-type: none"> ● Support the delivery of home-visiting wellbeing check-ins. ● Help identify participant needs, risks, or changes in wellbeing and escalate appropriately.

- Contribute to a safe, culturally responsive, and inclusive service for isolated older adults.

PERSON SPECIFICATION	
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> ● Strong organisational and time-management skills. ● Clear and compassionate communication skills. ● Experience in community work, wellbeing, social services, or support roles (paid or volunteer). ● Ability to work independently, maintain boundaries, and use initiative. ● Awareness of issues affecting isolated and ageing communities.
ATTRIBUTES	<ul style="list-style-type: none"> ● Warm, empathetic, and community-minded. ● Respectful, patient, and able to build trust with vulnerable individuals. ● Reliable, discreet, and committed to confidentiality. ● Solution-focused, adaptable, and calm under pressure.
OTHER	<ul style="list-style-type: none"> ● Driver's licence and transport ● Police vet.