

# TeTuhi

## Youth and Community Programme Coordinator

### Position description

Job title:	Youth and Community Programme Coordinator
Reporting to:	Community Programmes Manager
Location:	Based at: - Te Tuhi 21 William Roberts Road, Pakuranga, Tāmaki Makaurau Auckland and - Te Taiwhanga Taiohi – East Auckland Youth Space Botany Town Centre, 588 Chapel Road, East Tāmaki, Auckland  The role will also work across the wider Tāmaki Makaurau region.
Contract:	Permanent contract
Salary:	\$48,172 (\$28.95/hour)
Hours:	4 days/32 hours per week  To include opening hours of the Youth Space on - 1 day of Mon/Tue/Wed/Thur 3.30-6 - Friday 3.30-7 - Saturday 12-5 - Sunday 12-5

### About Te Tuhi

Te Tuhi is a leading platform for contemporary art in Aotearoa New Zealand, with a programme consciously and continually shaped towards rigorous, adventurous and socially engaged artistic experimentation. Te Tuhi's primary focus is on commissioning both national and international artists to make new work by creating stimulating contexts for artists to respond to and work within.

Te Tuhi presents work in its galleries in Pakuranga and Parnell, around Auckland and Aotearoa, internationally and online. Te Tuhi offers artists and curators opportunities to develop their practice through studios, awards, residencies and internships both in Aotearoa and overseas. Integrated with its exhibitions, Te Tuhi provides public programmes for general audiences and for schools.

Te Tuhi has been embedded in its local community for 50 years, delivering arts and cultural experiences for schools, young people, community groups and people of all backgrounds and ages. Arts Out East is Te Tuhi's community arts brokering programme for the Howick Local Board area in East Auckland. Te Tuhi operates Te Tuhi Café, Aotearoa's first training café for people with intellectual disabilities; and Te Taiwhanga Taiohi, East Auckland's Youth Space in Botany Town Centre. Te Tuhi's building in Pakuranga also hosts a vast range of independent community groups.

### About Te Taiwhanga Taiohi – East Auckland Youth Space

Te Taiwhanga Taiohi is a permanent youth space (for 12-24 year olds) in Botany Town Centre. It is a Te Tuhi programme, generously funded by the Howick Local Board and supported by Botany Town Centre and the Howick Youth Council.

### About the role

The Youth and Community Programme Coordinator will be responsible for all aspects of delivering the programme for young people at Te Taiwhanga Taiohi and providing administrative support and coordination to the community programme team.

This role is predominantly focused on planning, delivery and evaluation of the programme in the Youth Space, including day-to-day supervision of the space and managing youth leaders and youth supervisors on site to ensure the space operates safely, smoothly, and in line with programme objectives.

The post holder will also support the Community Programme Manager in the delivery and administration of Te Tuhi's wider community programmes, including scheduling, documentation, communication with stakeholders and maintaining accurate records.

The successful candidate will be able to build rapport quickly with young people and demonstrate strong listening, communication, and interpersonal skills. They will have strong coordination skills and the ability to develop and deliver inclusive, engaging youth programmes, ensuring programmes reflect the needs and aspirations of young people.

### To apply

To apply please email a CV and cover letter as a single PDF file with your name in the title to [recruitment@tetuhi.art](mailto:recruitment@tetuhi.art) by 9am Monday 1 February 2026. In your letter, please outline your relevant experience and motivation for applying for this role.

Applicants must have the legal right to work in Aotearoa New Zealand. Applications submitted through recruitment websites will not be considered. All applicants will be notified about the status of their application. Appointments are subject to a satisfactory police vetting report.

Te Tuhi is an Equal Employment Opportunities employer. We are committed to Te Tiriti o Waitangi and to equity.

If you would like to discuss the role prior to making an application, please contact Ashley Grogan, Community Programme Manager: [ashley@tetuhi.art](mailto:ashley@tetuhi.art)

Thank you for your interest in Te Tuhi. We look forward to receiving your application.

## Role Description and Responsibilities

### Programme Planning & Delivery – Youth Space (Ages 12–24)

- Ensure the Youth Space is a safe, welcoming, and vibrant environment that is fully utilised
- Plan, source, coordinate, and deliver programmes and experiences suited to young people aged 12–24
- Involve young people and the Howick Youth Council in the planning and delivery of Youth Space activities and services
- Ensure all Youth Space activities and services are effectively promoted
- Build relationships with community organisations and involve partners in Youth Space programme delivery
- Manage equipment and resources associated with the Youth Space and supported community programmes
- Maintain an organised, accessible, and well-resourced environment

### Administration, Coordination & Reporting (Youth Space and Te Tuhi Community Programmes)

- Provide administration and coordination support for all Te Tuhi community programmes, as directed by the Community Programme Manager
- Support programme scheduling, logistics, communication, and coordination across multiple Te Tuhi initiatives
- Maintain accurate records, documentation, and reporting.
- Collect statistics, participation data, and feedback, and assist with compiling reports for council, funders, and internal use.
- Support the Community Programme Manager with programme planning, evaluation, and continuous improvement.

### Supervision of the Youth Space & Youth Leaders

- Oversee the day-to-day supervision and operation of the Youth Space
- Support and manage youth leaders to ensure a high-quality, youth-focused service
- Plan and manage monthly rosters for youth leaders
- Ensure timesheets are completed accurately and approved weekly
- Ensure youth leaders are carrying out their duties and responsibilities effectively

### Communications & Promotion

- Maintain and update promotional materials for Youth Space programmes and supported community programmes
- Ensure programmes, services, and events are promoted via appropriate channels, including social media and websites
- Maintain a photographic record of daily usage and programmed events

### Customer Support & Relationship Management

- Ensure services are delivered in an effective, inclusive, and youth-centred manner
- Build and maintain positive working relationships with young people, the Howick Youth Council, community partners, and stakeholders

### Health & Safety

- Demonstrate a personal commitment to Te Tuhi's Health and Safety Policy
- Identify hazards and follow control measures
- Report incidents, accidents, and illnesses
- Follow emergency procedures and contribute to continuous health and safety improvement

## Qualifications, Knowledge & Experience Requirements

### Qualifications

- A qualification appropriate to working with young people
- A current and valid NZ driver's license

### Knowledge, experience and interests

- Recent experience working with young people in a youth focused organisation or institution

### Role specific competencies

- Passionate about offering outstanding customer care and service, meeting quality standards for services and evaluation of customer satisfaction.
- Excellent verbal and written communication skills with the ability to inform audiences (individuals or groups) through written, oral and visual media.
- Highly organised with the ability to implement good operational systems and to plan, organise and schedule in an efficient, productive manner.
- Strong IT and administrative skills, including Microsoft programmes, Photoshop, and video editing software.
- Competent with use of design and publishing software.

### General competencies

- Highly efficient with an ability to produce significant output with minimal wasted effort.
- Demonstrates honesty and integrity, earning trust and maintaining confidence.
- Follows through on commitments, lives up to verbal and written agreements.
- Demonstrates ability to quickly and proficiently understand and absorb new information.
- Exceptional attention to detail, not letting important details slip through the cracks.
- Proactive and persistent, bringing new ideas to the gallery, and demonstrating tenacity and willingness to go the distance to get the job done.
- Flexible and adaptable, able to adjust quickly to changing priorities and cope with complexity and change.
- Enthusiastic, with a can-do attitude.
- Hard working, with high standards of personal performance.
- Works well in a team, establishes collaborative working relationships.