

Rainbow Violence Prevention Network Coordinator

Hours & remuneration: \$27 p/h, 20 hours per week

Location: Ideally in Wellington, but open to flexibility. Candidate may choose to work from either, or a combination of - home, the InsideOUT office in Wellington CBD and the TOAH-NNEST office in Lower Hutt.

Term: Fixed term for 12 months, with likelihood of extension

Reports to: The RVPN Coordinator will be employed and supported day-to-day by InsideOUT Kōaro and will be managed by and report to a sub-committee of the RVPN.

The Rainbow Violence Prevention Network (RVPN) is a strategic network group formed in 2018 with the support of Te Ōhaaki ā Hine - National Network Ending Sexual Violence Together Tauwi Caucus (TOAH-NNEST TC). TOAH-NNEST TC responded to a request from a group of individuals and rainbow organisations who wanted to advance work in this space. This was part of a commitment to support sexual violence prevention initiatives led by marginalised communities. The group is not funded to date and all time has been given in a voluntary capacity.

Currently, RVPN is made up of the following individuals and organisations:

TOAH-NNEST - Te Ōhaakii ā Hine - National Network Ending Sexual Violence Together Tauwi Caucus

Rainbow organisations & individuals

- Tiwhanawhana Trust
- InsideOUT Kōaro
- OutLine Aotearoa
- Gender Minorities Aotearoa
- Intersex Trust Aotearoa New Zealand
- Te Ngākau Kahukura
- Tommy Hamilton
- RainbowYOUTH
- Rainbow Support Collective
- The Manalagi Project
- Rainbow Path

Violence Prevention & Response sector organisations

- Rape Prevention Education
- RespectEd Aotearoa
- HELP Auckland
- Wellington Rape Crisis
- Shakti Youth
- Friendship House

Purpose of position:

The broad purpose/role of the network is to collectively identify and work towards strategies for violence prevention in rainbow, transgender and intersex communities across Aotearoa. Our key aim is to support the capacity of the RVPN to grow, and help create sustainable change for rainbow communities across Aotearoa.

This role will primarily focus on supporting the network to meet regularly and carry out actions between meetings in order to reduce capacity barriers for the various member organisations. Alongside this coordination, this role will be a key avenue for the network to feed into national strategies to end violence in order to ensure rainbow voices are represented appropriately. Other aspects of the role include supporting the RVPN’s transparency and accessibility to community-led projects, such as developing a quarterly newsletter and improved communications.

The RVPN Coordinator will be the key contact for anybody who wants to get in touch with the Rainbow Violence Prevention Network. This role is about fulfilling a need for increased capacity within the RVPN to fundamentally build greater pathways and processes for collaboration and coordination.

Role Overview

Area	Responsibilities	Outcomes
Administration	<ul style="list-style-type: none">● Organising regular meetings, taking minutes, distributing minutes out to network members● Assembling relevant information to assist in decision-making● Provide follow up and support to RVPN members to help with the completion of action points generated during meetings● Support the development of procedures and processes that support the work of the RVPN● Overseeing and contributing to the preparation	<ul style="list-style-type: none">● All administrative tasks are completed promptly and thoroughly● RVPN has adequate data that helps inform our work in the community

	<p>of reports as required</p> <ul style="list-style-type: none"> Establishing ongoing systems for collection, analysis and dissemination of relevant data and information to the RVPN, TOAH-NNEST Membership, and the wider network 	
Coordination	<p>Coordinate wider network involvement and consultation on key RVPN projects including:</p> <ul style="list-style-type: none"> The development of Primary Prevention of Violence Practice Guidelines for working with rainbow communities and individuals Workshops on healthy relationships and consent for rainbow communities The development of an awareness raising campaign aimed at rainbow communities of all age Support the development of a plan for the RVPN including a long-term strategy, funding, support and coordination as needed Work with relevant staff and stakeholders to seek funding opportunities Maintain and expand relationships with key stakeholders, both internal and external to the sexual and family violence sectors 	<ul style="list-style-type: none"> RVPN delivers successful projects in line with our strategic direction in a timely manner
Communications	<ul style="list-style-type: none"> Create and send out a quarterly newsletter Maintain communication channels that the RVPN may develop e.g. website or social media 	<ul style="list-style-type: none"> Sexual and family violence sectors are aware of and connected to RVPN
Other	<ul style="list-style-type: none"> Support Pae Rainbow Portfolio Holder Other duties as required by RVPN 	

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL	GOOD TO HAVE
<ul style="list-style-type: none">• Strong knowledge of Rainbow communities and culture• An understanding of an intersectional feminist analysis of sexual and family violence• Experience of working collaboratively online and kanohi ki te kanohi	<ul style="list-style-type: none">• Strong knowledge of trauma-informed practice, sexual and family violence issues.• We are committed to Te Tiriti o Waitangi, and honouring matauranga Māori and tikanga Māori. Our preference is for someone who shares these commitments, and either has a strong understanding of te ao Māori, or is willing to learn.• Knowledge of current theories and research in sexual and family violence.• Experience in strategic planning and project management.• An understanding of the development and delivery of violence prevention strategies.• Experience in generating funding through funding bodies, sponsorship and marketing.• Knowledge of organisations and networks relevant to the position.

	<ul style="list-style-type: none">• Understanding of government and government mechanisms
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SKILLS & QUALITIES REQUIRED

- Excellent communication skills, both oral and written
- Excellent time management and organisation skills
- Effective and efficient administrative practices
- Self-motivation and the ability to take initiative and work independently
- Ability to build effective professional relationships with a wide range of people
- Proficiency with cloud-based platforms (i.e. Google or Microsoft Suite) and web-based communication systems
- Reliability, honesty and conscientiousness
- Willingness to undertake travel within New Zealand to facilitate key tasks

RVPN is an inclusive employer and we value diversity. Applications will be considered regardless of ethnicity, religion, sex, gender, sexuality, physical or mental ability. Work hours and locations can also be flexible. The successful candidate will be supported by the RVPN to identify and access professional development opportunities relevant to their work.