JOB DESCRIPTION
QUALITY MANAGEMENT AND PROGRAMME DEVELOPMENT

Starting January 2022

Contract:	Quality Management and Programme Development
Reports to:	The Manager of Central Otago REAP or delegated staff member
Relationship:	The Staff member will maintain a good professional relationship with all REAP staff and Community Agencies
Salary:	0.3 of FTE $60,000
Start Date:	Week of 24 January 2022
Travel	The use of a REAP car or travel reimbursed at IRD rates

The Main Purpose of the Role

This is a new role at Central Otago REAP. The role will build on our policies and procedures to meet our audit and contract requirements. It is also to identify needs within the community and develop and market courses to meet these needs within contract requirements. The aim of the role is two fold

Duties / Responsibilities:

- To maintain and develop our Quality Management Systems (QMS) including developing effective collection and evaluation processes

- To identify needs within the community and work towards establishing programmes to meet these needs and Adult and Community Education (ACE) priorities

The role involves ensuring policies and procedures match our auditing processes and contract requirements as well as developing the ACE programme further.

- Any other duties the Employer may reasonably require the Employee to perform

Key Skills

- Relates to Central Otago REAP's values
- Likes following systems
- Ability to work in a Team successfully
- Ability to manage and develop systems
- Ability to encourage colleagues to review and change
- Ability to build positive relationships
- Highly effective communication skills
- Ability to work independently
- Able to work well in a flexible and high trust environment

Applications Close 7th December 2021 3pm – Please submit a current CV and Covering letter

Appendix 1
Draft Key tasks – Goals for 2022

Quality Management System (QMS)	Has an understanding of the established QMS system and identifies areas for improvement
Evaluation	Working with REAPiT (REAP's data base) develops an organisation wide system for collecting and analysing course evaluations for effective reporting
Collection of data	Works with office staff and tutors to ensure all collection of data in REAPiT matches contracting requirements
Needs Analysis	Inline with ACE priorities, identifies other courses REAP could run to meet local needs and increase contract hours throughout the REAP community.
Marketing	Working with office staff and tutors identifies ways to increase marketing of courses
Delivering	Organize all aspects of the courses that are run to meet the identified education needs in the various localities
OUTCOMES FOR CENTRAL OTAGO REAP	• That our QMS systems continue to meet the *Highly Confident* ratings they did in the 2021 NZQA and MSD audits • That all contract reporting information is accurate and meets the set requirements for contractors • That learners get ahead in life by reducing barriers • That learners are supported and continue on their learning journey or gain employment
MEETING THE GOVERNMENT PRIORITIES	We will meet the ACE Government priorities of 1 Targeting learners whose initial learning was not successful 2 Raising foundation skills and 3 Strengthening social cohesion • by adding value to participants knowledge, skills and experiences to enable them to transition into further or higher learning, careers, trades and/or employment • by engaging learners who have not been well served by education in the past Overall this will contribute to the cohesiveness of our community.

INFORMATION ON CENTRAL OTAGO REAP

What is Central Otago REAP's Vision (ie. what we want to achieve)?
A community where everyone knows learning makes a difference.
Ko te hāpori o Uruuruwhenua, mā te ako ai, oranga kē

What is Central Otago REAP's Mission (ie. how we go about achieving the Vision)?
To facilitate opportunities for growth through lifelong learning.
Ka whakahaere ake a Hauhake Uruuruwhenua i ngā āheinga hei whakatipu, hei whakawhānui i te ako ki te hunga me te hāpori mō ake tonu.

What are Central Otago REAP's core values?

- ► People Focused - Ko te manaaki tangata
- ► Integrity - Ko te whakapono
- ► Quality - Ko te papai
- ► Empowerment - Ko te whakamana
- ► Flexibility - Ko te ngāwari
- ► Connecting - Ko te hononga

How does Central Otago REAP operate?
Central Otago REAP delivers a range of community programmes each year, driven by multiple government and social/philanthropic funds. We have an elected Board of Trustees who set a Strategic Plan (future direction) and employ a Manager to make that plan a reality. Under the Manager, coordinators and staff oversee community educational projects. These coordinators often hire local tutors to add value to our work alongside Central Otago REAP's administration team.

Where is Central Otago REAP?

- Our main office is at the Alexandra Community House 14 – 20 Centennial Ave Alexandra 9320
- We serve the Central Otago, West Otago and Upper Clutha areas from Tapanui to Makaroa to Middlemarch.

What is Central Otago REAP?

- We are one of 13 rural REAPs as part of REAP Aotearoa New Zealand, and have been around for 30+ years
- We are a non-profit organisation, we provide responsive education and community development activities
- We are about meeting need and making a difference with programmes designed by and for our learners

What do we do? See also www.coreap.org.nz

We work in the following areas:

Early Childhood – The Early Childhood team work with ECE providers, families and children around Early Childhood including tips for parents using SKIP resources and Kapa Haka

Schools Programmes include the Gifted one-day school, Te Reo and Kapa Haka, Enviro Schools, Season for Growth (Understanding Grief or change programme), Grandparents programme in schools

Adult Community Education (ACE) Programmes

- Lifeskills aimed at adults whose initial learning was incomplete, adults with a level 2 or below qualification or adults with no qualification
- Choices Literacy and Numeracy Programme with Learning Outcomes to extend reading and vocabulary, practise grammar, spelling and punctuation, improve fluency/writing, participate in team tasks etc
- Computer programmes to increase skills for all ages
- Careers and Mentoring – course and career direction and CV support
- Te Reo
- Sign Language
- A range of other ACE programmes to meet the needs of our community and contracts

Strengthening Families is coordinated by Central Otago REAP. With the Strengthening Families process children and young people and their families have the opportunity to reach their full potential and participate actively in society.

Engagement in Community Development projects as they arise.

We offer you the opportunity to consider a role at Central Otago REAP. In our recent NZQA (June 2021) the summary document summarized our passion accurately toward learning. We are very proud of Central Otago REAP and passionate about making a difference in people's life.

Summary of Results

Central Otago REAP provides lifelong learning opportunities for adults who have been unsuccessful in their learning or, for whatever reason, lack confidence to gain employment. The training is highly valued for meeting community and learner needs.

Highly Confident in educational performance

- Programme design is informed by highly effective needs analysis. Ongoing stakeholder engagement ensures the PTE responds appropriately to emerging needs and funding requirements.
- Students are having successful learning experiences. They are acquiring new skills and achieving their personal goals.
- Students are gaining confidence and enhanced wellbeing. Many students progress to further study or employment. The positive impact of the training for individuals and their whānau is well evidenced.

Highly Confident in capability in self-assessment

- Tutors reflect on programme plans and delivery very regularly, drawing on student evaluations and evidence of progress to refine programme topics and activities.
- Holistic and individualised support and guidance minimises barriers to learning and helps students to pursue their chosen pathways.
- Central Otago REAP is a stable, well-led organisation informed by local knowledge and well connected to key referring agencies and community groups, and the wider ACE sector.
- Management and staff share a learner-centred and reflective philosophy which guides all planning and decision-making. Staff are qualified and experienced, and well supported to work effectively in this learning context.

If successful you would be joining an amazing team. Further comments from NZQA that summarize how effectively we work as a Team are:

Central Otago REAP's highly effective guidance and support ensures students have positive learning experiences. All staff share responsibility for student wellbeing and contribute to ongoing reviews and improvements.

The PTE is learner-centred and well connected and is delivering strong outcomes for students and the wider community. Authentic and robust self-assessment is leading to worthwhile improvements.

For further information contact

Bernice Lepper
Manager
03 4486115 or 0272247513
manager@coreap.org.nz