



POSITIVE WOMEN INC.

Position:	Positive Speakers' Bureau Coordinator <ul style="list-style-type: none">- Permanent part time contract- 12 hours per week (flexi) at \$35 per hour- Work from home or Auckland Office- Work phone and laptop provided- Carpark available if working at Auckland Office- 3% Kiwisaver contributions
Report to:	National Coordinator Positive Women Inc.
Staff Responsibility:	None

ABOUT THE POSITIVE SPEAKERS' BUREAU (PSB)

The Positive Speakers' Bureau is grounded on the UNAIDS GIPA principle which advances the Greater involvement of People living with HIV in all aspects of the HIV response.

We are guided by the Te Whare tapa whā hauoura model (physical, spiritual, family, and mental wellbeing), which embraces manākitanga and whanaungatanga.

The purpose of the Positive Speakers' Bureau is to support and train people living with HIV to become HIV educators. This is done through the sharing of their lived experiences and knowledge.

Speakers, from a diverse range of backgrounds, undergo training and mentoring so they can talk to a variety of audiences across all sectors of the community, from healthcare professionals, students, media, and the general public.

Hearing stories in this intimate and personalised way is incredibly powerful for both the speaker and the audience. Research has shown that audiences who listen to a person living with HIV have greater understanding and experience longer retention of information than those who are told the information by someone who is not living with HIV.

Breaking the silence and talking openly about HIV offers opportunities to address misinformation, preventing future HIV transmission and challenging stigma and discrimination.

Speaking out in this way is empowering, enabling people to advocate for the rights of those living with HIV in a self-determining way.

The Positive Speakers' Bureau is the preferred HIV education service provider in Aotearoa New Zealand, which is managed and administered by the registered charity, Positive Women Inc (PWI).

The role of the PSB Coordinator is predominantly an administrative one. It also requires excellent interpersonal skills as will be working with a wide range of people.

KEY RESPONSIBILITIES

- Incorporation of the GIPA principle in all aspects of the work.
- Incorporation of Te Whare tapa whā hauora model with a focus on manakitanga and whanaungatanga in all aspect of the work.
- Together with the PWI National Coordinator develop an annual workplan
- Implement and monitor the annual workplan.
- Business development (sourcing new and maintain repeat bookings)
- Assigning suitable speakers and coordinating booking logistics.
- Evaluating and reporting of all the PSB activities
- Supporting the development of PSB speakers
- Financial management of PSB budget
- Build on and maintain a PSB community amongst speakers incorporating a culture of dignity, respect, self-determination, and wellbeing.

EXPERIENCE/KNOWLEDGE REQUIRED

- An understanding of the communities impacted by HIV in Aotearoa NZ
- Understand and be able to incorporate Tikanga Māori values into the work environment (or be willing to learn).
- Proven examples of building and maintaining whanaungatanga
- Proven experience of mobilising communities through manaakitanga and advancing the goals of the organisation
- Experience in budgeting, report writing, monitoring and evaluation.
- Proficient computer skills, particularly in Word and Excel
- Excellent listening, written and spoken communication skills (some knowledge of Te Reo Māori would be an advantage, but not a requirement)

KEY ATTRIBUTES

- Can respect and maintain the highest level of confidentiality & professionalism
- Be self-directed, motivated, and able to work effectively both independently and as a team member
- Be respectful and non-judgmental
- Take instruction and take initiative, and be able to balance the two
- Have a can-do, give it a go, attitude, and be open to learning
- Be innovative and flexible

TRAVEL

This role may require domestic travel for work related meetings from time to time. If working outside of Auckland, travel to the PWI Head Office in Auckland may be required up to 4 times per year.

PROFESSIONAL DEVELOPMENT

In these fast-paced changing times, it is important to continue to upskill and keep up with professional development. You will be expected to engage in ongoing training in keeping with this role. An annual training plan will be developed together with the PWI National Coordinator. Training can be done during work time and approved training costs will be covered as part of the employment contract.

KEY STAKEHOLDERS

The PSB Coordinator will develop and maintain excellent relationships with Positive Women Incorporated Management and Staff, PSB speakers, hosts and wider community which may include but are not limited to.

- PWI National Coordinator
- PWI Support Coordinator
- PWI Health Coordinator
- Current and new PSB Speakers'
- People living with and affected by HIV
- Toitū te Ao
- Burnette Foundation Aotearoa
- Community HIV Team at Auckland Hospital
- District Health Boards
- Body Positive
- Universities and training institutes
- Schools
- Community organisations

CHALLENGES

- Effectively manage a busy and varied role through excellent time management, multi-tasking and interpersonal skills
- Work cooperatively with people from diverse ethnic and religious backgrounds, cultures, sexual orientation and complexities
- Operate effectively within a changing and, at times, under-resourced environment, by thinking imaginatively about how to improve systems and enhance performance

KEY ROLES AND RESPONSIBILITIES

Area of responsibility	Key Tasks	Outcomes
Workplan	<ul style="list-style-type: none"> • Agree on and Implement PSB annual workplan together with PWI National Coordinator ○ Monitor and evaluate annual workplan 	<ul style="list-style-type: none"> ○ PSB meets its goals as outlined in the workplan . ○ Activities are monitored and evaluated on an annual basis.
Community	<ul style="list-style-type: none"> • Develop a PSB community and culture ○ Communicate regularly with PSB speakers ○ Link speakers together for peer support and learning 	<ul style="list-style-type: none"> ○ PSB speakers feel they belong to a community and there is a culture of dignity, and support and that speakers are valued.
Development	<ul style="list-style-type: none"> • Business development (Maintain repeat and source new bookings) ○ Build community relationships ○ Source new contacts to host PSB speakers ○ Maintain existing hosts for rebooking ○ Marketing and promotion of the PSB HIV Essentials online course & HIV Online Quiz • Support the development of PSB speakers ○ Coordinate training of new speakers and development of current speakers ○ Written report on completion of workshop ○ Review and update PSB Trainer Manual accordingly 	<ul style="list-style-type: none"> ○ Increase in speaking engagements as per strategic targets. ○ Increase in HIV Essential completions. ○ Development of speakers undertaken once a year (or as required). ○ Training professionally run. ○ Able to evaluate impact of workshops.
Administration & Coordination	<ul style="list-style-type: none"> • Develop and maintain effective administration activities and systems ○ Assign suitable speakers to assignments, coordinating booking logistics. ○ Book flights and accommodation for speakers ○ Maintain and develop speaker booking system and database. ○ Maintain and develop evaluation collection system and summary of evaluations ○ Ensure speaker invoices and payments are processed ○ Write and update procedures as appropriate to responsibilities ○ Update and maintain the PSB website and HIV Essentials online course ○ Monitor HIV Essentials bookings, certification, & maintain professional accreditation (NZRCGP, NZDA, NZMA) ○ Communicate weekly with NCO from PWI ○ Monthly report to PWI NCO ○ 6 monthly reports for MOH ○ Update, develop and distribution of resources 	<ul style="list-style-type: none"> ○ Speaking engagements are professionally organised. ○ Logistics effectively managed and communicated. ○ Evaluations show the speaker was appropriate for the assignment. ○ Evaluation feedback collected and reported. ○ Procedures manual is current, and everyone is clear on PSB procedures/PSB Guidelines. ○ All paperwork is accurate, tidy and up to date. ○ Reporting for MOH timely and accurate. ○ Internal communications. ○ Work collaboratively. ○ Weekly 1:1 online-meeting with the PWI National Coordinator (PWI NCO). ○ Professional, current and appropriate resources.
Funding	<ul style="list-style-type: none"> • Management of the PSB Budget ○ Manage PSB Budget 	<ul style="list-style-type: none"> ○ PSB Budget professional managed ○ Programme is sustainable and remains within budget.