



Role Title	Executive Advisor
Reports To	Board of Trustees
Rate	Voluntary
Hours	15–20 hours per month
Location	Anywhere in Aotearoa New Zealand
Approved By	Board of Trustees
Date	December 2024

Role Purpose

Executive Advisors are Trustees on the Board alongside our Youth Trustees. They are responsible for the governance and stewardship of InsideOUT Kōaro. All Trustees oversee our vision and mission, provide strategic leadership to the organisation, support robust financial and risk management, ensure legal and regulatory compliance, and uphold InsideOUT Kōaro's commitment to honouring te Tiriti o Waitangi.

In addition to their standard Trustee responsibilities, Executive Advisors are expected to support, mentor, and guide Youth Trustees. Utilising their skills and experiences, Executive Advisors will build the capacity of the Board and support Youth Trustees in becoming effective leaders. They will bring specialised or technical skills that may be missing from the Board.

InsideOUT Kōaro's Vision and Mission

Our Vision

- All rainbow young people in Aotearoa New Zealand have a sense of belonging and safety in their schools and communities.

Our Mission

- To work with youth, whānau, schools, community groups, youth services, government agencies, and other relevant organisations to provide safer schools and communities for rainbow young people.
- To foster the building and provision of resources, education, information, hui, and relevant tools which work to improve the health, wellbeing, and safety of rainbow young people.

Main Duties / Responsibilities

Work Area	Key Deliverables
Strategic Governance	<ul style="list-style-type: none"> ● Set and maintain the vision, mission, and values of the organisation; ● Develop the strategy and annual plan; and ● Identity, manage, and mitigate risks to the organisation.
Oversight and Monitoring	<ul style="list-style-type: none"> ● Ensure moral and legal compliance and accountability with relevant guidelines, legislation and regulations; ● Establish and monitor relevant policies and procedures; ● Ensure that the organisation's employment and human resources systems and processes are in place and robust; ● Support employment decisions and processes where needed; ● Hire the Managing Director, determine performance standards, and evaluate their performance on a regular basis.
Trustee Conduct	<ul style="list-style-type: none"> ● Uphold the Trust Deed, Board Charter and Code of Conduct; ● Utilise development opportunities when available; and ● Serve as an ambassador for InsideOUT Kōaro, promoting and working to protect the reputation of the charity.
Financial Management	<ul style="list-style-type: none"> ● Maintain proper fiscal oversight; ● Monitor the financial outlook of the organisation; ● Ensure the financial sustainability and stability of the organisation; and ● Approve the annual budget and expenditure in line with financial delegations.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> ● Uphold a commitment to Te Tiriti o Waitangi; ● Support the organisation to honour Te Tiriti o Waitangi; and ● Take part in learning and development opportunities to continuously develop Māori cultural capability.
Executive Advisory	<ul style="list-style-type: none"> ● Provide support, mentorship, and guidance to the Youth Trustees and the Managing Director; ● Share the specialised and technical skills and experiences that Youth Trustees may not have yet to support their development; and ● Foster the youth-focused kaupapa of InsideOUT Kōaro by prioritising youth voices and decision-making.
Board Meetings	<ul style="list-style-type: none"> ● Regularly attend Board meetings; ● Prepare for and actively participate in discussions and decision-making during Board meetings; ● Respond to Board emails within a reasonable timeframe; ● Sit on committees where relevant; and ● Attend occasional additional meetings as needed (e.g., annual planning meetings, organisation training, mihi whakatau, etc.).

Skills and Experience

<p>Essential</p>	<ul style="list-style-type: none"> ● Knowledge of Rainbow and Takatāpui Taiohi: a strong understanding of the experiences of rainbow and takatāpui taiohi in Aotearoa, including the issues they face. Previous experience working with rainbow and takatāpui taiohi or on rainbow and takatāpui issues, or a connection to rainbow and takatāpui communities is ideal. ● Strategic Thinking: a demonstrable ability to engage in big-picture thinking and long-term planning around achieving our vision, and incorporating that into our strategies and decision-making processes. ● Leadership: experience in leading work and engaging in difficult decision-making. ● Communications: excellent verbal and written communication skills, including communicating with others professionally and constructively. ● Interpersonal: the ability to work positively and collaboratively with other Trustees and staff. ● Māori Cultural Competency and Responsiveness: a good understanding of Te Tiriti o Waitangi, tikanga Māori, and Te Ao Māori and the ability to put it into practice. ● Financial Literacy: the ability to read and engage with financial statements, or willingness to learn. ● Self Management: good time management skills and the ability to self-motivate. ● Personal/Professional Development: a desire and willingness to continuously learn and develop. ● Specialised Knowledge: We ask Executive Advisors to bring skills and experience in <u>at least one</u> of the following areas: <ul style="list-style-type: none"> ○ financial management; ○ risk management ○ legal expertise; ○ human resources; ○ health and safety ○ Māori cultural capability; ○ other cultural capability; ○ organisational development; or ○ fundraising.
<p>Desired / Preferred</p>	<ul style="list-style-type: none"> ● Governance: previous governance experience, particularly NGO governance experience, is highly preferred but not essential if other essential skills and experience are present. ● Rainbow, Education, and Youth Work Sectors: knowledge of or experience working in the rainbow, education, and youth work sectors is beneficial. ● Other Specialised Knowledge: additional skills or experience in any of the following areas: <ul style="list-style-type: none"> ○ financial management; ○ risk management ○ legal expertise; ○ human resources; ○ health and safety ○ Māori cultural capability; ○ other cultural capability; ○ organisational development; or ○ fundraising.

Capabilities and Competencies

Judgement and Decision-Making	Trustees engage in sound decision-making that considers options and likely consequences and can be made in a timely manner or with regard to urgent matters.
Strategic (or system) thinking	Trustees have the ability to understand the position of InsideOUT in the wider system, the challenges faced by rainbow and takatāpui communities, and the role of InsideOUT in utilising high-impact opportunities to benefit rainbow and takatāpui communities.
Alignment with organisational values	Trustees have, or be willing to gain, a strong understanding of InsideOUT's vision, mission, and values and hold these while guiding the work of the Board and staff.
Integrity and Professionalism	Trustees act honestly in accordance with moral or ethical principles and their conduct must be guided by professionalism.
Adaptability and Awareness	Trustees are committed to their own development and engage in self-reflection to adapt and improve their own performance.