

SCHEDULE 1

Role:	Marae Ora Tiaki Role
Term of Contract:	Upon appointment to 11 December 2026
Days of Work:	30 hours weekly 5 days a week 9.30am to 4pm
Hourly Rate:	\$32.00 to 38.50 (plus GST) dependent on candidate skills and experience
Disbursements & Reimbursements:	You will be expected to cover your own costs as a contractor, which will be included in your contracted hourly rate. Reimbursements will only be considered if approved prior to purchase/s being made. Any programme costs, required must be approved by the Kaiwhakahaere prior to making purchases.
Location of work	This role is field-based and remote, based in Tāmaki Makaurau (Auckland). You are required to work from your own office or home and must have capacity to travel across the Auckland region. Use of your own vehicle is a requirement.

SCHEDULE 2

POSITION DESCRIPTION

Position Title: Marae Ora Tiaki
Reports To: Kaiwhakahaere (General Manager)
Location: Based in Tāmaki Makaurau, with travel across Auckland marae

Position Purpose

The Marae Ora Tiaki role supports marae safety, infrastructure development, and long-term sustainability by fostering trusted relationships and delivering tailored, hands-on support. Grounded in the principles of manaakitanga, kaitiakitanga, and whanaungatanga, this role advances Te Kotahi a Tāmaki (TKAT) Marae Ora objective by meeting marae where they are and working alongside them to close the gap between aspiration and reality.

A key aspect of this role is the development of practical tools and initiatives that respond to the unique conditions and aspirations of marae in our collective. The position also plays a critical reporting function—documenting insights, tracking engagement, and informing TKAT's strategic decision-making with high-quality, timely data.

This role ensures that engagement is not only consistent and grounded, but also transformational—translating kōrero into outcomes. Additionally, the Marae Ora Tiaki role will increase TKAT's visibility and presence on the ground by capturing and sharing impactful content—including photos, videos, and live social media updates—highlighting the strength and progress of our marae members. This content will contribute directly to e-newsletters, impact reporting, and the broader public awareness of TKAT's mahi.

Service Requirements

Marae Engagement & Relationship Building

- Build trusted, enduring relationships with marae leaders and kaimahi across Auckland.
- Serve as TKAT's consistent, on-the-ground connector, maintaining high visibility and accessibility.
- Promote and support the implementation of TKAT resources, programmes, and kaupapa at the marae level.

Marae Ora Implementation

- Deliver hands-on support and walkthroughs for infrastructure and safety tools (e.g., H&S packs).
- Work collaboratively with marae to identify needs and co-design solutions that advance resilience and sustainability.
- Lead the creation and development of tools and initiatives that support marae ora within the collective.

Insight and Reporting

- Document insights from all engagements, including feedback, needs, successes, and challenges.
- Produce monthly insight and progress reports aligned to TKAT's strategic themes and priorities.
- Maintain engagement records to ensure accuracy, traceability, and strategic responsiveness.

Communications & Visibility

- Increase TKAT's presence through visual storytelling and digital engagement, showcasing marae leadership and TKAT support in action.
- Capture photos and videos at each engagement to support public communications, accountability, and impact evidence.
- Conduct live Facebook videos where appropriate to engage wider audiences and highlight marae kaupapa.
- Contribute content to TKAT's e-newsletters and external communications, sharing stories of collective progress.

Follow-Up and Accountability

- Provide clear and timely follow-through on all agreed actions from engagements.
- Deliver post-engagement summaries, action plans, and progress updates for each marae.

Health & Safety

- Adhere to all Health and Safety protocols during marae site visits, walkthroughs, and public engagements.
- Undertake basic risk assessments where needed to ensure personal and collective safety.

Flexibility and Adaptability

- Remain flexible and responsive to evolving marae needs, especially in emergency situations or changing conditions.
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Outputs and Deliverables

- Co-developed support tools and initiatives tailored to marae conditions and aspirations.
 - Engagement summaries and reports following all hui and visits.
 - Monthly insight reports to inform TKAT's internal strategy and external communications.
 - High-quality media content for TKAT newsletters, social media, and public platforms.
 - Comprehensive database records of all interactions, outcomes, and insights.
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Key Attributes and Competencies

- Based in Tāmaki Makaurau, with a deep understanding of local marae landscapes.
 - Skilled in building whanaungatanga and engaging with mana whenua and urban marae.
 - Skilled and experienced in co-designing practical resources and initiatives within kaupapa Māori frameworks, from concept through to delivery.
 - Strong reporting, writing, and analytical skills, with attention to clarity and strategic insight.
 - Confident using media and communications tools (e.g., Facebook Live, short videos, photography) to share TKAT's impact and marae stories.
 - Innovative, organised, and self-motivated, with a proactive approach and the ability to work independently while actively contributing to collective goals.
 - Grounded in tikanga Māori, with the ability to uphold and adapt tikanga across diverse marae environments; proficiency in Te Reo Māori is highly valued.
 - Adaptable and solutions-focused, able to pivot to changing needs and kaupapa priorities.
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Success Indicators / Measures of Success

- Completion of agreed number of marae engagements and walkthroughs per month.
 - Timely delivery of reports, engagement summaries, and insight updates.
 - Positive marae feedback and satisfaction post-engagement.
 - Growth in public awareness and engagement through TKAT communications (e.g., newsletters, social media reach).
 - High-quality development and use of practical marae support tools.
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