



## Pouārahi Māori

### POSITION DESCRIPTION

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**Reports to:** Chief Executive Officer  
**Location:** Waihopai/Invercargill  
**Scope:** 15 hours per week  
**Date:** **July 2025**  
**Duration:** Fixed Term Contract – 1 year

### OUR ORGANISATION

Community Trust South – Te Pou Arataki Pounamu o Murihiku (The stanchion that all pathways in Murihiku lead to where people obtain the treasures that enable them to fulfill their aspirations) – is a philanthropic funder providing support across the south including the Murihiku/Southland, Wakatipu, Tapanui and Heriot areas. Community Trust South (CTS) is the guardian of a community endowment. We help a wide range of groups and people here in the south every year by distributing millions of dollars in grants, scholarships and community loans.

#### Our Strategic Aspiration

Our aspiration is for a Thriving South, our purpose is empowering communities to fulfil their aspirations.

#### Our Values

Manaakitanga/Respect

Tūhonono/Proactive

Tikanga/Integrity

Whanaungatanga/Approachable

Kotahitanga/Connected

Kaitiakitanga/Guardianship

### POSITION PURPOSE

Community Trust South is committed to the principles of Te Tiriti o Waitangi and has it as the foundation for all that we do. The Pouārahi Māori role is responsible for supporting the Trust in this mahi in developing Te Ao Māori me tōna tirohanga (the Māori world and perspective).

### KEY RESPONSIBILITIES

- Support the raising of cultural capability and confidence of CTS staff and Trustees in respect to kaupapa Māori and Te Tiriti o Waitangi
- Provide cultural guidance, advice and support for how kaupapa Māori is appropriately brought to life and integrated into CTS, its culture, the way it operates and in its respectful relationships and engagement with Iwi and Māori communities

- Establish, build on and maintain effective and enduring partnerships and networks with iwi, hapū and Māori communities together with relevant staff and Trustees, to support and facilitate the mahi of the Trust and to support the Trust to understand Māori aspirations and priorities in our rohe
- Provide guidance on potential partnerships and activity that stimulates the opportunity for Māori participation in granting and investment in our community, with a particular focus on innovative ways of working, including at a flaxroots level
- Engage with relevant stakeholders, so that the Trust's role, commitment to Te Tiriti o Waitangi and endeavours are well understood and recognised
- Alongside the Strategy, Policy and Insights Manager support the incorporation of Te Ao Māori into CTS strategy, policies, procedures and practices
- Alongside the Grants Manager and Funding Advisor support community organisations, groups and individuals when applying to the Trust, with a specific focus on Kaupapa Māori organisations and Māori communities
- Support the Marketing and Communications Advisor with cultural expertise and targeted communications to iwi, hapū and Māori communities
- Attend relevant functions, events, hui as appropriate

#### Compliance, Reporting and Organisational Performance

- Comply with all relevant Trust policies
- Provide reports on activities as required by the CEO
- Ensure Trust resources are aligned with the Trust's Strategic Vision

#### Health and safety

- Fulfil obligations under the Health and Safety at Work Act 2015 by complying with the Trust's health and safety policies and procedures
- Take reasonable care to look after their own health and safety, fitness for work, and the health and safety of others
- Ensure that no action or inaction on their part results in injury or illness to either themselves or to others
- Identify and notify all hazards
- Report all accidents, incidents, near misses and hazards to the Manager immediately.
- Use personal protective equipment and clothing supplied for all work that requires it

#### Other Duties

- Carry out tasks as requested by the CEO
- Assist with providing coverage for other staff
- From time to time undertake duties in addition to those outlined but which fall within your capabilities and experience

### KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Chief Executive Officer	Iwi, hapū and whānau
All staff	Key local and national Māori organisations
Manawhenua Endorsed Trustee	Grantees and applicants
Trustees	Stakeholders including other funders, local government, government agencies, community organisations

### KNOWLEDGE, SKILLS AND EXPERIENCE

- Affinity with Community Trust South's values and Strategic Aspiration
- Skill in working in ways which honour the principles of Te Tiriti o Waitangi
- Comprehensive understanding and knowledge of tikanga Māori, particularly as they apply to Kai Tahu
- Experience in building relationships at all levels with a wide range of stakeholders, particularly whanau, hapū, Iwi, and Māori communities, including having established networks
- Fluency in Te Reo Māori is desirable, but not essential
- Understanding of the charitable sector, community issues and not-for-profit environment
- Experience working collaboratively in a team with excellent interpersonal skills
- Experience in working with a diverse range of community groups
- Excellent oral and written communications skills
- Intermediate IT and office skills including Word, Outlook, Excel, and Internet
- A clean full drivers' licence
- A relevant tertiary qualification is desirable, but not essential