



POSITION DESCRIPTION

Pou Ārahi Māori (Senior Advisor, Māori Strategy and Cultural Practice)

Reports to: Chief Executive Officer
Location: Waihopai/Invercargill
Scope: 24 hours per week
Date: September 2026

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 fulfil 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 Te Tiriti o Waitangi and to strengthening Te Ao Māori me ōna tirohanga (Māori world and perspective) across the organisation. The Pou Ārahi Māori provides senior cultural and strategic advice to the Chief Executive Officer, Te Whai Hua, Trustees and staff. The role leads and supports the implementation of the Ao Māori Plan, strengthens organisational cultural capability, guides kaupapa Māori and Te Tiriti practice and supports mana-enhancing relationships with mana whenua, Rūnaka, mātawaka, whānau, hapū, iwi, marae and Māori communities across the rohe.

The role also supports Māori funding equity and partnership practice by providing strategic advice, strengthening relationships with Māori communities, informing policy and reporting, using data and insights to support ongoing learning and improvement.

KEY RESPONSIBILITIES

Strategic Te Tiriti and Ao Māori leadership

- Provide senior cultural and strategic advice to the Chief Executive Officer, Te Whai Hua, Trustees and staff on Te Tiriti o Waitangi, kaupapa Māori, tikanga Māori, mana whenua and mātāwaka relationships and Māori equity.
- Lead, coordinate and support implementation of the Ao Māori Plan, ensuring it is visible in organisational planning, policy, funding practice, reporting, learning and decision making.
- Identify opportunities, risks and practical pathways for CTS to strengthen Te Tiriti based practice, cultural integrity and Māori outcomes across governance, investment, granting, communications and organisational systems.
- Support CTS to have cultural capability and practice that is embedded, visible and measurable.

Te Whai Hua, governance and organisational assurance

- Report regularly to Te Whai Hua on Pou Ārahi Māori activity, Ao Māori Plan progress, cultural capability work, Māori funding equity, relationship themes, risks, learning and next steps.
- Prepare or contribute to papers, advice and recommendations for Te Whai Hua, the Chief Executive Officer and the Board, including matters relating to Te Tiriti practices, equity and Māori aspirations and Māori funding insights.
- Support Trustees and staff to understand the implications of Te Tiriti commitments and Māori aspirations for funding decisions, partnership settings, assurance, data, monitoring, evaluation and reporting.
- Provide culturally grounded advice that supports organisational risk management, reputation, relationship integrity and accountable decision making.

Relationship, engagement and partnership practice

- Establish, build and maintain effective, enduring and mana-enhancing relationships with Rūnaka, mana whenua, mātawaka marae, hapū, whānau, Māori organisations and Māori communities across the CTS rohe.
- Support CTS to understand Māori aspirations, priorities, relationships, histories and local contexts and to engage in ways that are respectful, reciprocal and culturally appropriate.
- Work with relevant staff and Trustees to support relationship-based engagement, hui, mihi whakatau, kaupapa Māori events and other culturally significant activity.

Cultural Capability, organisational practice and communications

- Support the raising of cultural capability, confidence and practice of CTS staff and Trustees in relation to kaupapa Māori, Te Tiriti o Waitangi, te reo Māori, tikanga Māori, matauranga Māori.
- Design, coordinate and support practical learning opportunities, including Te Tiriti induction, facilitated wānanga, staff learning pathways, karakia, waiata, mihi whakatau resources and other capability-building activity.
- Work alongside Strategy, Policy and Insights Manager to embed Te Ao Māori and Te Tiriti practices into strategy, policy, procedures, data, insights, assurance, reporting and organisational settings.
- Work alongside the Grants Manager and relevant staff to strengthen culturally responsive funding practice and community engagement.
- Support the Marketing and Communications Advisor with cultural expertise, language and targeted communications.

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 and are reasonable within the working hours of the role

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Chief Executive Officer	Iwi, hapū, whānau, mātāwaka and other Māori communities
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.
- Demonstrated ability to provide senior cultural and strategic advice in ways that uphold Te Tiriti, tikanga Māori, manakitanga, whanaungatanga and cultural integrity.
- Strong applied understanding of Te Ao Māori, tikanga Māori and local Māori context including the place of mana whenua, Rūnaka and mātāwaka communities across the CTS rohe.
- Experience building and maintaining trusted relationships with iwi, hapū, whānau, marae, Māori organisations.
- Experience contributing to strategy, policy, governance papers, reporting, insights or organisational change in a way that supports outcomes for Māori and Te Tiriti practice.

- Understanding of philanthropy, community funding, Māori funding equity and not for profit contexts.
- Ability to support cultural capability uplift through facilitation, coaching, learning design.
- Excellence in written and oral communication skills, including the ability to write concise papers, reports, advice and community facing material.
- Comfort working collaboratively across teams while also providing clear, independent and culturally grounded advice when required.
- Excellent interpersonal skills.
- Fluency in te reo Māori is desirable; commitment to ongoing reo Māori and accurate, respectful use of te reo Māori is expected.
- Intermediate IT and office skills, including Microsoft Word, Outlook, Excell, and online systems
- A clean full driver's license.
- A relevant tertiary qualification, professional experience or equivalent mātauranga/sector experience is desirable.