



Position Description: Kaiwhakahaere

Reports to	Chairperson and members of the Executive Committee of Te Reo Irirangi o Whanganui, Awa FM		
Function	To lead the implementation and operationalisation of Te Reo Irirangi o Whanganui, Awa FM strategic direction.	Direct reports	<ul style="list-style-type: none"> • Programme and production team • Announcers & Presenters • News reporters & content creators • Administrator • Archive/Recording team
Internal Relationships	<ul style="list-style-type: none"> ➤ Whanganui Whānau, Hapū and Iwi ➤ Ngā Tāngata Tiaki o Whanganui 	External Relationships	<ul style="list-style-type: none"> ➤ Te Whakaruruhau o Ngā Reo Irirangi Māori ➤ Te Reo o te Uru partners – Te Korimako and Kia Ora FM ➤ Māori Media Sector ➤ Te Mangai Paho ➤ Te Mātāwai ➤ Radio New Zealand ➤ Te Awa Tupua Communities

Background

Te Reo Irirangi o Whanganui was established on the 17th of June 1991, a radio station primarily focused on supporting the revitalisation and strengthening of Te Mita o Whanganui. Sharing our language and our stories on Whanganui 100 FM, Ruapehu 91FM, Taumarunui 93.5FM.

Our licence holder is Ngā Tāngata Tiaki o Whanganui Trust and together we are Te Reo Irirangi o Whanganui Incorporated trading as Awa FM. Awa FM is governed by an executive committee, it is the only Māori language radio station and iwi facing news provider in the Whanganui region.



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Purpose of Role

The Kaiwhakahaere will provide leadership, management, technical and professional direction to the operational arm of Te Reo Irirangi o Whanganui, more commonly known as Awa FM. The primary function of Te Reo Irirangi o Whanganui has been operating the radio station Awa FM for the past 31 years. However, there is now a growing presence in local news through our Local Democracy Reporting role, and in regional news as a partner in Te Reo o Te Uru. Te Reo o Te Uru is a regional news collaboration between Te Korimako o Taranaki, Kia Ora FM in Rangitaane and ourselves.

The executive committee and the team at Awa FM are building for the future. We are looking for an amazing Kaiwhakahaere that can consolidate the existing operations and build a careful plan of transition into an Iwi organisation offering multiple mediums of communication of our stories to our people and the world.

Competency in Te Reo o Whanganui is preferred given our focus is on the revitalisation and strengthening of our reo. Experience in broadcasting or media is welcomed but it is essential that the right candidate has management experience and excellent people skills. This role is public facing and interacts at all levels from the funder to the whānau, hapū and iwi of our Awa. You will need to feel comfortable in public settings and committed to serving the information needs of our communities.

Key Responsibilities

Strategy and project planning:

- Work actively alongside the Executive Committee to develop the strategic and annual plans for Te Reo Irirangi o Whanganui
 - Lead operational planning processes that give clear direction and measurable achievement targets for the staff
 - Create and manage the successful completion of projects related to the annual plan
 - Build the annual Rautaki Reo ensuring alignment to broader Whanganui Iwi
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aspirations for Te Reo o Whanganui and the strategic objectives of funder.

matters related to incidents and risk management.

Leadership

- Foster and maintain positive relationships within the whānau, hapū, iwi and communities of Te Awa o Whanganui
- Actively engage with our whānau, hapū and Iwi to ensure the voices of our people are consistently evident in the work of Te Reo Irirangi o Whanganui
- Provide leadership to staff across the content and programme delivery to ensure the work produced is connected to the needs of the listener and readership
- Creates a culture within the workplace that is supportive, empowering and collective

- Build strong relationships with the Funders and ensure the reporting requirements of these entities are completed to satisfaction

Compliance and H&S:

- Recognise individual responsibility and collective responsibility for Workplace Health and Safety under the relevant legislation
- Ensure that the health and safety of staff onsite and offsite has primacy in planning and preparation of all events or activities

Reporting and Administration

- Maintain oversight and responsibility for the achievement of all reporting and administration functions of Te Reo Irirangi o Whanganui contractually and financially
- Ensure the human resource management responsibilities of the Te Reo Irirangi o Whanganui are met
- Provide timely and accurate reports to the executive committee at least a week prior to meetings reflecting the progress towards annual plans, financial reports and other

Behavioral and Technical Capabilities

1. Competent in Te Reo o Whanganui
2. Demonstrate experience in managing and achieving planning outcomes
3. Exposure or experience in media, broadcasting, or communications through an Iwi Māori lens
4. Experienced in range of approaches and methodologies to ensure hapū, iwi, communities' involvement
5. Competent in reporting and written communication
6. Excellent in communication, influencing and interpersonal skills, with the ability to transcend cultural differences



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7. Time management skills that deliver actions and objectives to project plans

Experience

- Stakeholder relationship development and management
- Relationship management experience with iwi, hapū, stakeholders and community, including collaborative processes
- Excellent planning and organisation skills
- Broadcasting, media or communications/PR

Qualifications or Training

- Tertiary qualification in areas relevant to people or organisational management preferred but not essential
 - Competency in Te Reo o Whanganui and tikanga
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