



## POSITION DESCRIPTION SKYLIGHT TRUST

***Kotahi ano te kohao o te ngira, e kuhuna ai te miro ma te miro whero me te miro pango, A muri i au kia mau ki te ture ki te whakapono ki te aroha***

*There is but one eye of the needle, through which the white, red, and black threads must pass. Hold fast to the law, hold fast to faith, hold fast to love.*

TITLE	Pou Tikanga		
REPORTS TO	CEO		
LOCATION	Wellington		
DIRECT REPORTS	Nil	<b>Total FTE</b>	0.5
DATE	June 2025		

### About Skylight Trust

Skylight is a national not for profit trust that supports tamariki and rangatahi 5-24 who are facing tough life situations of change, loss, trauma or grief – whatever the cause. We also assist those who support them. ([www.skylight.org.nz](http://www.skylight.org.nz))

We play a critical role in enhancing the wellbeing of those we work with and to Whakamana (empower) those to take control of their own health and wellbeing.

Our unique offering is a full spectrum of care for those tamariki and rangatahi aged 5 – 24 with mild to moderate mental health needs.

#### **Our purpose is to:**

Enable tamariki, rangatahi, and their whānau to navigate through times of grief, loss, and trauma and increase their resilience by facilitating their access to expert information, education, professional services, and support. Skylight also offers education, training and support for professionals, agencies and others who assist those dealing with grief, loss, and trauma.



## TE TIRITI O WAITANGI COMMITMENT

Skylight is guided by Te Tiriti o Waitangi and will implement manaakitanga (care and empathy for others). Te Tiriti o Waitangi is fundamental to our commitment and organisation's values and all that we do and supports our aim to improve health equities. The preamble and articles of Te Tiriti are the foundation of this position description.

## OUR VALUES

To guide our culture, values, and behaviour we have adopted the Māori values of aroha (love), manaakitanga (respect and kindness), wairuatanga (holistic wellbeing) and whanaungatanga (connections/relationships). These values guide how we relate to each other and serve our whānau and communities, to continually improve health outcomes and wellbeing of all people. We will do this in practical ways, including by:

- caring for people and those who care for the people
- encompassing wairuatanga into everyday activities
- recognising, supporting, and valuing our people and the work we all do
- defining the competencies and behaviours we expect from everyone
- enhancing our cultural competencies and investing in our people to develop their skills

We know that when our organisation and kaimahi reflect the diversity of those we serve, we are more likely to deliver the services that are culturally responsive and relevant to the needs of our communities.

## CONTEXT TO THE ROLE

Skylight Trust has recently adopted [Te Kunenga](#) – our first ever Māori strategy. We are on a mission to embed Te Tiriti o Waitangi and a Māori world view in all that we do and prioritise the needs of tamariki and rangatahi to achieve equitable outcomes and enhance their resilience, so they thrive.

This role plays a unique and important part within our organisation to embed and uphold tikanga, reo and mātauranga across our teams and to ensure our approaches are consistent and developed with authenticity.



## ABOUT THE ROLE

This role will provide expert leadership to continuously develop, implement, and refine tikanga best practice standards and strategies. This will lift the tikanga capability of all kaimahi, contractors and Senior Leadership team while also ensuring that Skylight and our kaimahi obligations to Māori are met through proactive engagement and culturally appropriate services, policies, and procedures.

A key component of this role will be to develop and strengthen relationships with whānau, hapū, and Iwi and Hauora Māori services. While overseeing and developing good cultural practices within Skylight, you will also act as an advisor to our different programmes and play a part in development and implementation of programmes.

KEY RESULT AREA	EXPECTED OUTCOMES / PERFORMANCE INDICATORS – POSITION SPECIFIC
<b>The role</b>	<ul style="list-style-type: none"> <li>• Demonstrates the wisdom and Mana associated with this role</li> <li>• Advice across Aotearoa is consistent and enhances the organisation and individual kaimahi knowledge and understanding of tikanga and protocols</li> <li>• Leads Kaupapa and significant hui with ease, coaches and teaches other kaimahi in this practice</li> <li>• Ensure that all Māori led ceremonies/Kaupapa across Aotearoa are planned for, appropriately supported, and implemented in accordance with the appropriate tikanga. For example, pōwhiri, whakatau, karakia, tangihanga.</li> <li>• Facilitate internal and external hui and events, providing leadership on behalf of Skylight, and always ensure kaimahi safety and integrity of the organisation</li> <li>• Support the strategic development of tikanga me ngā reo Māori amongst our workforce</li> <li>• Maintains iwi, hapū and service partnerships through effective hono</li> <li>• Provides cultural supervision and support to staff</li> </ul>
<b>Relationships and People</b>	<ul style="list-style-type: none"> <li>• Ensure all work reflects our responsibilities to the priority of equity and meeting Te Tiriti obligations with a strong focus on embedding Te Ao Māori principles</li> <li>• Develop, strengthen, and maintain collaborative and positive relationships both internally and externally across other agencies, hāpori, and local and national hapū and iwi</li> <li>• Represent Skylight's views and protects its reputation in any external interactions</li> </ul>
<b>Collective Leadership and Cultural Competency</b>	<p>Provide strategic leadership and advice on the development of capability in Mātauranga Māori to:</p> <ul style="list-style-type: none"> <li>• Incorporate Te Ao Māori approaches and perspectives into the delivery of Skylight's development and operations</li> </ul>



	<ul style="list-style-type: none"> <li>Proactively champion the aspirations of Māori in the delivery of services</li> <li>Tautoko recruitment of Māori kaimahi</li> <li>Assist and advice CEO and ELT on uplifting the cultural responsiveness of our organisation and programmes</li> <li>Encourage professional development and self-learning for our kaimahi as well as guidance and support to upskill in te reo and tikanga</li> <li>Implement Te Kunenga</li> </ul>
<b>Team Membership</b>	<ul style="list-style-type: none"> <li>Support and model the values of Skylight</li> <li>Provide constructive, timely, and specific feedback to others with manaakitanga and aroha</li> <li>Promote the values of manaakitanga in learning, which reflects Skylight's strategic objectives, culture, and wellbeing</li> <li>Assist the team to respond to and implement developments, initiatives and priorities</li> </ul>
<b>EXPERTISE</b>	
<b>Knowledge/Experience</b>	<ul style="list-style-type: none"> <li>Recognised Māori leadership experience and ability to work with and influence senior leaders and decision-makers to achieve organisational objectives</li> <li>Whakapapa Māori</li> <li>Experience as a leader of tikanga functions</li> <li>Confident and articulate verbal and written communications skills, with fluency in te reo Māori and tikanga</li> <li>Experience in leading projects/initiatives which give effect to Te Tiriti o Waitangi, with an understanding of Te Tiriti frameworks, particularly as they apply in healthcare settings</li> <li>Previous experience in applying critical thinking and using sound judgement to develop options and provide sound advice</li> <li>Proven experience in developing organisational capability and in developing relationships with a wide range of people</li> </ul>
<b>Skills/Behaviour</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal skills with the ability to work independently, part of a team, and across departments and a wide demographic</li> <li>Works to resolve conflicts or difference by finding areas of agreement that benefit the organisation and individuals</li> <li>Commitment to self-care given the nature of Skylight's work</li> <li>Demonstrated ability to build and maintain strong working relationships</li> <li>Ability to relate and communicate both culturally and professionally with a broad cross-section of New Zealand society</li> </ul>



## RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"><li>• National/regional/local organisations/agencies and schools</li><li>• Other national/regional organisations interested in change, loss and grief education and counselling services</li><li>• A variety of referral agencies</li><li>• Government departments and agencies, including, but not limited, to Health, Education, Social Welfare, Justice, Youth, Commissioner of Children, Te Puni Kōkiri and Ministry for Pacific People</li><li>• Iwi Māori Partnership Boards and Localities</li><li>• Hapori, hapū, and iwi</li></ul>	<ul style="list-style-type: none"><li>• Chief Executive</li><li>• Clinical Advisor</li><li>• Director of Operations</li><li>• Counselling Team</li><li>• Programmes Team</li><li>• Finance Administrator</li><li>• Office Manager</li><li>• Administrator</li><li>• Contract counsellors and facilitators</li><li>• Board of Trustees</li></ul>

## ABOUT YOU

### You will have:

- Experience in working in a Māori cultural context and have a competent working ability with te reo Māori, tikanga and kawa.
- The ability to lead or support cultural events such as pōwhiri, mihi whakatau, blessings, openings, tangihanga, Matariki celebrations.
- Experience in developing and implementing Te Ao Māori informed programmes and strategic outcomes.
- Demonstrated ability of working with tangata whenua, hapori, hapū and iwi, and emphasis on Ōritetanga (right to be Māori) and privileging Māori worldviews.
- Experience leading engagement with clear consideration towards valuing iwi and Māori in general to be kaitiaki (guardian) of their own identity, language, and culture.
- Sound judgement, discretion, and proven ability to work under pressure.
- Ability to turn strategy into action.
- Self-motivated – the ability to work unsupervised, while contributing to a team environment.

### Desired Qualities, Skills, and Experience:

- Tertiary qualification in a health or relevant field.
- Excellent interpersonal skills with the ability to foster good relationships through consultation, engagement, and partnership.
- Excellent written and oral communication skills, particularly the ability to communicate clearly, concisely and in plain language.
- Knowledge and experience of wellbeing approaches and methodology and work experience of at least 5 years within the health sector.



## SIGN OFF

I have read and understand the requirements of this position. I agree to consult with my manager should I not understand the key accountabilities or expectations of me. I will carry out this position to the best of my ability and understand I must meet required performance standards and targets. I accept the responsibilities of the position as outlined above.

I understand that this position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder, based on emerging priorities and shifts in organisational needs and will be updated from time to time.

<b>Employer Name</b>	<b>Signature</b>	<b>Date</b>
<b>Employee Name</b>	<b>Signature</b>	<b>Date</b>