

Research, Wellbeing and Resilience Programme Coordinator

Asian Family Services

Reporting To	Deputy Director and Lived Experience Lead
Region	Asian Family Services
Location	Auckland
Staff	None
Qualifications	<ul style="list-style-type: none"> Graduate qualifications from New Zealand recognised tertiary institution degree in a relevant field (e.g., social work, public health, community development, psychology) – masters degree is highly desirable Full and clean Driver’s License
Purpose	<ul style="list-style-type: none"> Coordinate research activities and contribute to and support all aspects of research/project delivery Coordinate and contribute to the development, implementation, and management of a comprehensive wellbeing and resilience programme specifically tailored for Asian communities in New Zealand Work closely with community leaders and health professionals to ensure the delivery of culturally appropriate mental health services, resource development, and effective stakeholder management Undertake other tasks relevant to the role as required by manager
Hours and Conditions of Work	<ul style="list-style-type: none"> Full-time (40 hours) Fixed term until 30 September 2025 Attendance at some key Asian public health activities outside of normal working hours is required from time to time (time in lieu provided) Some travel for staff meetings Children’s Worker – police vetting check must be undertaken every 3 years
Key Performance Indicators	
Research	<ul style="list-style-type: none"> Undertake and manage assigned research tasks associated with projects: literature review, tool development, data collection (quantitative and qualitative), data analysis and synthesis, report writing, conference presentations and academic publication preparation Contribute to the development of project plans, adhering to timelines and ensuring major milestones are met within time and within budget Assist and/or complete ethics applications and monitor the approval process and correspondence as required Contribute to design and undertake project evaluations Contribute to the development and writing of grant applications Provide regular and timely reports on progress, both verbally and in written form, to the AFS Chief Executive and project team Build and maintain effective relationships with all project stakeholders

	<ul style="list-style-type: none"> • Work collaboratively with project stakeholders and actively participate in all relevant project meetings, create agendas, take minutes, create and follow-up of actions in a timely manner • Supervise research assistants, other associated staff and students attached to projects
Project Coordination	<ul style="list-style-type: none"> • Contribute to the development and delivery of the wellbeing and resilience programme for Asian communities • Develop culturally and linguistically appropriate resources that are aligned with the programme • Implement campaigns aimed at improving wellbeing and resilience among Asian communities • Raise awareness and destigmatise mental health issues within the Asian population using culturally appropriate methods and resources • Engage with Asian community leaders for effective dissemination of wellbeing and resilience information and resources • Coordinate the development and training courses, including e-learning and face to face for community, leaders and health workers focusing on wellbeing and resilience for Asian communities • Coordinate workforce development to enhance the wellbeing and resilience for Asian health professionals
Administration	<ul style="list-style-type: none"> • Support scheduling research team meetings and ensuring that meeting minutes are recorded professionally and accurately • Support the research team in the delivery of research projects milestones • Support the Deputy Director with administration coordination as required • Provide high quality and timely general office duties and support to ensure the project processes are running smoothly • Provision of reports as required: monthly and quarterly reports for Te Whatu Ora
Service Promotion	<ul style="list-style-type: none"> • Build relationships with Asian mental health, addictions and health and social services to increase referrals • Develop relationships with organisations that work with people experience gambling harm and related issues to encourage help seeking behaviour for Asian people to support achievement of AFS's Vision • Lead Asian projects that will improve the quality of services for Asian clients and that will improve the operational performance of AFS
Skills and Experience	
Research	<ul style="list-style-type: none"> • Minimum 2 years' experience in programme coordination and/or research in a relevant field (e.g. social service programme, mental health and addictions programme, community development, social work, public health)
Programme Delivery	<ul style="list-style-type: none"> • Excellent communication and stakeholder engagement skills • Experience in developing and implementing community-based programmes • Ability to build relationships with diverse communities and stakeholders

	<ul style="list-style-type: none"> • Understanding of the mental health and addictions sector, particularly within Asian communities • Proven experience in programme coordination, particularly in the field of mental health and wellbeing • Experience working with Asian communities and an understanding of cultural sensitivities • Strong organisational and project coordination skills. • Excellent communication and interpersonal skills, with proficiency in English and one of the required Asian languages (Mandarin, Japanese, Korean, Hindi etc.) • Experience in developing and training and educational materials • Commitment to cultural sensitivity and accessibility
Relationship management	<ul style="list-style-type: none"> • Minimum of 2 years of experience working with diverse communities, preferably with a focus on mental health and wellbeing • Knowledge of the mental health and addictions sector • Proven local networks with Asian communities and providers • Ability to engage and communicate well with community leaders and health professionals
Communications and Stakeholder Management	<ul style="list-style-type: none"> • Knowledge of the mental health and addictions sector • Proven ability in stakeholder relationship management with Asian and non-Asian communities and providers, government, and non-government • Proven team player able to maintain positive relationships internally and externally
Health Promotion	<ul style="list-style-type: none"> • Good general knowledge of the broad principles of Health Promotion for Asian communities • Interest in community engagement and local advocacy • Knowledge of the gambling sector desirable but not essential
Legislation	<ul style="list-style-type: none"> • Understanding of key legislation such as the Privacy Act, Mental Health and Disability Act, Vulnerable Children’s Act, The Health and Safety Act 2015, Human Rights Act 1993
Workplace Competencies	
Teamwork	<ul style="list-style-type: none"> • Participates in and leads team projects and supports colleagues achieve the Vision and Mission of AFS • Maintains open dialogue with line manager • Shows initiative and able to work in a sole-operator role for extended periods of time
Computer Literacy	<ul style="list-style-type: none"> • High level of competency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, One Note etc.) and with database systems • Able to use Skype/Zoom/Team tools to facilitate engagement with the team
Health and Safety	<ul style="list-style-type: none"> • Understands and complies with health and safety requirements
Quality Management	<ul style="list-style-type: none"> • Works to the standard of the Quality Management System
Cross-cultural understanding	<ul style="list-style-type: none"> • Supports and promotes cross-cultural understanding inside the organisation • Bi-lingual speak one of the required Asian languages (Mandarin, Japanese, Korean, Hindi etc.) • Knowledge of Asian cultural

	<ul style="list-style-type: none"> • Be able to work cross-culturally both with clients and colleagues
Treaty of Waitangi	<ul style="list-style-type: none"> • Understands the principles of the Treaty of Waitangi and its impact of work practices and service delivery
Values	<ul style="list-style-type: none"> • Walks the talk of the Values of Asian Family Services
Key Relationships	
Internal	<ul style="list-style-type: none"> • Project team • AFS team
External	<ul style="list-style-type: none"> • Asian Community Leaders • Asian Community Associations • Key Asian NGOs • Primary Care Organisations with high number of Asian patients • Probation and Corrections Staff • Mental health and addictions workforce