

JOB DESCRIPTION

Title	4C Curator (Operations Manager)
Based at	12 Hereford Street
Reports to	Chief Executive Officer
Direct Reports	4C Staff 4C Interns 4C Volunteers
Works with (internal)	4C Members Kind Foundation Leadership Team Accounts/Marketing/Fundraising teams Hotel Give Reception staff Health & Safety Officer
Works with (external)	Schools Youth agencies Other stakeholder groups Industry partners
Term of Employment	Salaried 40 hour per week position (varied hours to suit requirements)
Objective	<i>Making a positive difference every day</i>
Job Purpose	To 'curate' and manage all aspects of operations within the 4C Centre in order enhance members' learning, future employment options and sense of belonging. Deliver on the 4C manifesto and create a space full of opportunities for members to develop curiosity, critical thinking, communication and creativity – through minimizing barriers wherever possible and providing access to the right stuff at the right time for the right reasons.

Overview of the 4C Centre

The Kind Foundation was established in 1862 (then YMCA) and has always been focused on the needs of young people who live in Christchurch. The Kind Foundation believes in the power of young people to create a better future for humanity and that all young people in Aotearoa deserve their best chance to be their best self.

The Kind Foundation is a social enterprise that operates both commercial and not-for-profit charitable programmes and services – the one serving the other. Across a diverse portfolio, we employ over 200 staff in accommodation, conference, food and beverage, early childhood education, outdoor education and camps, recreation and fitness, wellbeing and arts programmes. The leadership team of The Kind Foundation share similar values and together work together to ultimately create a workplace culture that is progressive, kind, valuing of people’s contributions and creative and resilient when it comes to dealing with problems.

The 4C technology centre located on the ground floor of Hotel Give is intended to open access for young people to a range of technologies and opportunities without barriers. The name 4C was chosen as it is a wordplay with the 4 c-words of future employability which are: Curiosity, Creativity, Communication, and Critical Thinking and is also “foreseeing” the future of young workers. The purpose of the space is to foster these 4 characteristics so that members can upskill, develop their project portfolio and, ultimately, steer themselves towards an entrepreneurial future. Central to the premise of the term ‘Curator’ is that while the role is a leadership one, the intention is not to manage but to guide, mentor, create space and facilitate so that young people can become self-determining.

Job Purpose

The primary purpose of this role is to manage all aspects of operations within the 4C Centre in order enhance utilisation and uptake of the resources by as many young people, from as many diverse backgrounds, as possible.

The Curator will:

- Ensure the space is inclusive and accessible
- Enable and encourage member voice and agency in decision making
- Find projects for members to work on which are meaningful to them and likely to enhance skill development and potential employment in the future, making use of the technology focus of the Centre
- Engage with relevant stakeholders in the eco-system of learning in our community, specifically that which relates to technology, design, work futures and so on.
- Be creative in how the 4C Centre adds to and strengthens that eco-system -to ultimately create more opportunities for more young people (directly or indirectly)
- Record and monitor projects and ‘tell the story’ externally
- Strategically look for ways to create income-generating social enterprise that helps with the Centre’s operational expenses and enhances developmental outcomes for members
- Oversee the operation of the 4C Shop – enabling young makers/entrepreneurs to take ownership of the day to day running, strategy and success of this

Key Tasks

Youth focus

- Ensure the Centre is youth-driven through a steering group or mechanisms which allow the members of the Centre to make decisions about operations, codes of conduct, membership, industry partnerships, workshops, mentoring, technologies and projects.
- Enable and encourage member voice and agency in decision making. Provide support and direction to young people in order to maximize youth development outcomes and enhance the youth-led aspect of the space
- Find projects for members to work on which are meaningful to potential employers and relevant to the 'technology' focus of the Centre
- Ensure the space is inclusive and accessible. Maintain a safe and healthy learning environment by abiding by and enforcing the 4C Code of Conduct as well as fostering an atmosphere of inclusion
- Foster a culture that allows young people to feel ownership of the space and sense of commitment to the values of The Kind Foundation
- Ensure the successful delivery of any funding contracts (as applicable) that relate to delivery of programmes for young people

Member growth and engagement

- Creatively explore ways to increase the quantity and quality of services offered for members to maximise youth engagement
- Record, monitor and document projects - 'tell the story' externally, ie guided tours, exhibitions, website, blog posts, social media, podcasts etc

Industry connections

- Seek out industry and education partners who could provide meaningful 'real life' projects or problems for members to work on or solve
- Work with The Kind Foundation management team to integrate 4C projects with other work we do, creating greater networks and opportunities for young people
- Manage existing relationships and forge new relationships to enhance the credibility, relevance and mana of the 4C and the projects being created by young people therein
- Continuously learn and adapt your skills to be an 'expert' on the technology available in the centre, or technologies that could be added.
- Monitor/develop/enhance existing systems and processes, to continually improve
- Strategically look for ways to create income-generating social enterprise that helps with the Centre's operational expenses and enhances developmental outcomes for members

Administration and Operations

- Provide required internal or external reporting as required
- Serve as the primary point of contact for all enquiries
- Monitor and manage income/expenses, purchase materials and oversee stock
- Ensure the Centre is kept clean and tidy, and maintain Health & Safety systems

Ideal Skills/Knowledge/Competencies

- Experience using: computers (Apple, android, PC, laptops etc) for the purposes of coding and design etc; 3D printers, VR, AR, CnC machines, laser printers, handtools, robotics, electronics, and a range of software programmes, video and photography equipment and editing software.
- Demonstrated experience working in a technology-based role which requires continual upskilling and learning
- Demonstrated experience and proven ability in working with young people in a strengths-based and positive approach.
- A natural preference to work unsupervised and with a high degree of decision-making autonomy
- An ability to lead and manage staff, volunteers, and projects
- Adaptability, passion and initiative
- An understanding of and commitment to The Kind Foundation values, mission and purpose.
- An understanding of and commitment to the principals of Te Tiriti o Waitangi
- Strong relationship building skills

Other Requirements

- Legal right to work in New Zealand
- Clean Police Record
- Drivers license

The Kind Foundation Statement on Child Protection

The Kind Foundation is committed to providing a Child Safe environment for all children who come into contact with The Kind Foundation.

Statement on Career Development

The Kind Foundation tries wherever possible to allow staff to develop their skills in a planned way which allows them to progress to other roles if they aspire to.

Staff are encouraged to seek out professional development opportunities that enhance their learning and development, particularly where this improves their effectiveness in their role and/or provides them with more options for future career pathways within the organisation.

Performance reviews which include planning personal development occur at least once a year but should be an ongoing conversation between staff and their direct report.

Employee Signed: _____ Date: _____

Employee to please initial each page

Signed for The Kind Foundation: _____ Date: _____