

POSITION DESCRIPTION: Program Leader

Reports to	School's Out Governance Committee, Wellington Gay & Lesbian Welfare Group
Location	Central Wellington
Date	June 21st 2011

The Program Leader will work with the Facilitation Coordinator in the operation of the program by creating a supporting environment in schools for the School's Out program both working with both the administration and the youth. Internally, this involves both the analysis necessary for the growth of the program and the record-keeping/funding tasks necessary for the sustainability of the program. Externally, this involves managing and keeping abreast of all key external relationships.

ESSENTIAL JOB RESULTS

Developing the School's Out Programme

- Ensuring that all school counsellors and principals in the greater-Wellington region are familiar with the School's Out program and working with them to reduce gender and sexuality based discrimination in their schools
- Running workshops to develop leadership skills among queer youth and supporting them in developing their own responses to queer youth issues
- Actively seeking to grow the School's Out programme. Both qualitatively in terms of the coverage, and qualitatively in terms of services available for queer youth
- Taking proactive steps in building School's Out's profile in the queer community, in schools, in other relevant organisations and among the wider public
- Ensuring regular contact and coordination of activities between School's Out and other youth, health, and queer organisations both regionally and nationally
- Developing and maintaining resources and statistics necessary for the operation and expansion of the program, such as catalogues of school contacts within the region
- Developing media releases on relevant queer youth issues as they arise
- Working closely with the Facilitation Coordinator to ensure that the expansion of the School's Out programme is deliverable

Administrative Tasks

- Writing funding applications and proactively seek out new sources of funding.
- Ensuring all School's Out correspondence is satisfactorily answered
- Recording and correctly maintaining spreadsheets of expenditure
- Responsible for spending on training, events, posters and advertising
- Building budgets in conjunction with the plans set out by the School's Out Governance Committee and the Facilitation Coordinator
- Collect data and analyze the statistics required for program evaluation and make recommendations to the Governance Committee
- Preparation of AGM annual Report and any project management tasks related to the AGM as requested
- Assist with other projects as required

- Assessing the nature of School's Out's relationships with all the schools within the Wellington region
- Documenting schools policies in relation to reducing discrimination and creating queer-friendly spaces
- Identifying the categories of data collection necessary for School's Out's growth
- Developing and supporting the creation of new diversity groups in high schools throughout the Wellington region

Employer	Gay Wellington (Wellington Gay Welfare Group)
Manager	Chair of School's Out Governance Committee
Internal	Facilitation Coordinator, Gay Wellington Funding Committee
External	Secondary Schools, young people, youth organisations

School's Out's Guiding Principles

For Youth By Youth –aiming to incorporate youth direction in all activities

Empowerment – building leadership skills and confidence among queer youth

Inclusion – involving everyone in projects and reducing discriminatory barriers to access