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| **Position** | Mātauranga Iwi Leaders Group MILG Technician; Communications and Storytelling  |
| **Reports to** | MILG Lead Technician – Maxine Graham |
| **Location** | Remote TBC |
| ***Purpose*** |
| This MILG Technician will be the Communications & Engagement Specialist will lead storytelling initiatives and strategic communications to amplify the voice and vision of the Mātauranga Iwi Leaders Group. This role will craft compelling narratives that bridge traditional knowledge with contemporary communications, while ensuring cultural authenticity and strategic impact. |
| ***Key Performance Areas*** | ***Performance Expectations:*** |
| Strategic Communications & Storytelling | - Develop and execute communications strategies that effectively convey MILG's vision, initiatives, and impact through culturally resonant storytelling- Create engaging content across multiple formats (written, digital, presentations) that brings to life the stories of iwi education initiatives and achievements- Transform complex policy and research insights into accessible, compelling narratives for diverse audiences |
| Stakeholder Engagement & Relationship Building | * - Lead the design and facilitation of storytelling workshops and engagement sessions with iwi members to capture and share their educational aspirations- Build and nurture relationships with iwi communications teams, education stakeholders, and media partners- Create platforms and opportunities for iwi voices to be heard and amplified within the education sector
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| Content Development & Knowledge Management | * - Develop a content strategy that honors and promotes Mātauranga Māori while advancing MILG's strategic objectives- Create and maintain a digital archive of stories, case studies, and testimonials that showcase the impact of MILG's work- Produce high-quality communications materials including reports, presentations, and multimedia content
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| Project Coordination | - Lead communications aspects of key projects, ensuring consistent messaging and engagement throughout- Coordinate with stakeholders to gather stories, feedback, and insights that inform MILG's narrative and strategy- Manage editorial calendars and content pipelines to maintain consistent communication flow |
| **General** | * Act and work in a manner compliant with current health and safety at work legislation and the organisation’s procedures, frameworks, and guidelines.
* Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe work environment, including raising workplace

health and safety concerns for self, visitors, and other staff. |
| **Professional & Personal Development** | * Undertake identified personal training/development with prior management

approval. |
| **Key Relationships** |
| *Primary*Mātauranga Iwi Leaders Group Lead Technician | *Other*MILG Chair MILG membersNgāti Rārua Iwi Trust StaffNational Iwi Chairs ForumGovernment Agencies Other Pou in NICF |

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| ***Competencies*** |
| *Adhering to Principles and Values* | *Upholds ethics and values, demonstrates integrity, promotes, and defends equal opportunities, builds diverse teams, encourages organisational and individual responsibility towards the community and the environment* |
| *Relating and Networking* | *Establishes good relationships, builds wide and effective networks of contacts inside and outside the organisation, relates well to people at all levels, manages conflict, uses humour appropriately to enhance relationships with others* |
| *Writing and Reporting* | *Writes clearly, succinctly, and correctly in a structured and logical way which meets the needs and understanding of the intended audience, writes convincingly in an engaging and expressive manner, avoids the unnecessary use of jargon or complicated language* |
| *Planning and Organising* | *Sets clearly defined objectives, manages time effectively, plans activities and projects well in advance and takes account of possible changing circumstances and resources needed to complete tasks, monitors performance against**deadlines and milestones* |

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| **Qualifications, Skills, and Experience** |
| Required Competencies:Cultural Competency & Communication- Deep knowledge of te reo and tikanga Māori, with ability to weave cultural narratives into modern communications- Excellent storytelling abilities across written, verbal, and digital formats- Strong understanding of Iwi/Māori governance, development, and Treaty settlement contextTechnical & Professional Skills- Proven experience in strategic communications, content strategy, and stakeholder engagement- Strong project management skills with ability to coordinate multiple storytelling initiatives- Digital media savvy with experience in content creation and management- Excellence in writing for different audiences and purposesQualifications & Experience:- Experience in communications, journalism, or content strategy roles- Strong track record of stakeholder engagement and relationship building- Demonstrated ability to translate complex information into compelling stories- Knowledge of Māori education sector and iwi development initiatives- Experience working with iwi or Māori organizations- Relevant qualification in communications, journalism, or related field |

##### Non-Limitation Clause

*This job description is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake both within and outside of the normal hours of work.*