

Wellington Playcentre Association
EXECUTIVE JOB DESCRIPTION (Voluntary position)

SPACE Convenor

Place of Work	Works from home
Responsible to	Association Executive and Association Council, SPACE NZ Trust, National SPACE Team WPA SPACE Team members
Honoraria and Expenses	As set at the annual Association Meeting.
Length of Tenure	One year with a recommended maximum of three

Qualities

- Playcentre is the main source of early childhood education for SPACE convenor's children
- Understands Playcentre philosophy and practice and believes in the value of Playcentre
- Is prepared to continue training and participate in ongoing professional development
- A background of strong involvement at Centre level
- Values parents as first teachers in a Playcentre setting
- Has an interest in the SPACE programme
- Able to work co-operatively with the other members of Association and the team

Essential skills and knowledge

- Has completed Course Three Playcentre Sessions or is working on it
- Able to communicate effectively – orally and in writing
- Good organisational and administrative skills
- Some knowledge of the SPACE Quality Management System, Policies
- Some knowledge of the WPA Constitution, Policies and Procedures
- Some knowledge of the similarities and differences between centres

Goals

- Ensure effective delivery of SPACE within the requirements of the SPACE NZ Trust
- Be an active member of the SPACE team, supporting and advising other team members
- Be an effective member of the Association Executive

Duties and responsibilities

1. Convene the SPACE Team and be responsible for ensuring the team fulfils its

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responsibilities

2. Provide advice and support to centres on SPACE matters
3. Share planning, facilitation and chairing of meetings
4. Undertake support, advice or liaison with other Association members as necessary
5. Contribute and report to an annual management plan based on the Association strategic plan
6. Develop annual budget and goals for SPACE team
7. Monitor and report to Council on ongoing spending within budget.
8. Responsible for the management of staff assigned to the SPACE team, including recruitment and induction, performance management (e.g. developing and managing work plans and conducting annual appraisals) and professional development.
9. Encourage emergent leadership, and prepare handover to incoming convenors, including by reviewing the job description annually

Resources

- WPA constitution
- WPA Policies
- Association Information Book
- Lift-Off Manual
- Session Staff Kit
- SPACE QMS (not yet published)

Sources of Support

- SPACE Team members
- WPA President
- Other WPA Executive Members
- SPACE NZ Trust
- SPACE Session Staff

Key Accountabilities	Outcome / Success criteria
Provide leadership for the team	Members receive sufficient support and guidance to carry out their roles effectively
Plan, facilitate and chair meetings	Meetings are well organised and run so that people feel they can contribute to them

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Ensure the development and management of the budget, strategic goals and objectives for SPACE	Playcentre funds are managed in a fiscally responsible way to achieve strategic goals and objectives
Develop and oversee implementation of strategic action plans for team	The team achieves goals and objectives set out in action plan

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