

## Canterbury Men's Centre Project

**POSITION: Men's Shed Coordinator**

**Employer:** Governance Board, Canterbury Men's Centre

**Responsible to:** Manager, Canterbury Men's Centre

**Reports to:** Manager, Canterbury Men's Centre

**Salary:** As negotiated

**Hours:** 24 hours per week

**Conditions:** 1 Year contract. As per Canterbury Men's Centre (CMC) Individual Agreement and any associated Employee Policies

**History:** The CMC has been supporting a range of groups for the past three years to form men's sheds in Canterbury. There are now approximately 20 working parties involved in some way in developing or running a shed in Canterbury; with three of them are currently open. The CMC with the support of Caritas Aotearoa New Zealand is now able to put some extra focus into supporting Canterbury sheds through this role. More information can be found at our web site [www.menssheds.org.nz](http://www.menssheds.org.nz) or by searching on the internet.

**The purpose of the position is to:**

- ⤴ Help the existing sheds to define and overcome barriers in their projects or opportunities for expansion.
- ⤴ Foster the development of further sheds by reaching reach out to groups that have expressed interest but haven't had the practical support they need to
- ⤴ Find other platforms and suburbs for sheds to develop.
- ⤴ Promote men's sheds generally in Canterbury by using the CMC range of media contacts, pamphlets and other distribution networks.

**Responsibilities of the Position:**

The CMC Shed Coordinator is responsible for:

- ⤴ Engaging with the existing Canterbury men's shed groupings and champions using our contact lists and the CMC Managers' knowledge of local possibilities.
- ⤴ Acting as a community development agent to see that the groups accomplish their goals of establishing a shed or expanding the scope of their work. This would involve attending and at times leading community meetings, and doing follow up work for individual sheds to help them overcome hurdles to development.
- ⤴ Clarify best funding streams for the different men's shed groupings
- ⤴ Run regular "Hub" meetings for all those developing sheds and follow up on any relevant requests for support through this forum
- ⤴ Engage as much as possible related community workers to ensure sustainability of the projects
- ⤴ Report to the CMC manager including written and verbal reports as well as expense and mileage reports
- ⤴ Refer men that have needs beyond the men's shed scope to a relevant agency or one of our team

- ⤴ Represent the men's sheds in a variety of group settings, including public talks, radio, health promotion events

### **Canterbury Men's Centre Project Outcomes:**

The position will contribute to the project outcomes:

- ⤴ Men Shed's will be well-known and understood in the Canterbury region
- ⤴ Men Shed's that form will be a healthy place for men (and others should the shed choose) to congregate
- ⤴ A thorough search of local communities will have found significant champions to advance and develop local sheds
- ⤴ Funding pathways and a advice will be clearly laid out for local sheds.
- ⤴ Relevant materials for sharing will be posted on our web site

### **Key Competencies/Knowledge/Skills/Experience**

- ⤴ Community development experience
- ⤴ Basic computer skills (e-mail, word processor)
- ⤴ Group facilitation
- ⤴ Knowledge of local community networks and the people involved
- ⤴ Local building codes