

Job Description

for Head of Peace Education

Job Title	Head of Peace Education
Department	Peace Education
Reports to	Peace Foundation Management
Key Relationships	<p>Internal:</p> <p>Peace Foundation Management, Peace Foundation staff, school programme facilitators/contractors, interns, Board of Directors and volunteers</p> <p>External:</p> <p>Schools; principals, teachers, guidance counselors, school programme coordinators, students, funders, Resolution Institute volunteer adult mediator coaches, Pink Shirt Day Advisory Committee, Mental Health Foundation, Netsafe, Mitey plus other organisations which collaborate with the Peace Foundation</p>
Location	Peace Foundation Head Office – 78 Pitt Street, Auckland Central

About the Peace Foundation:

The Foundation for Peace Studies Aotearoa/New Zealand Inc, a registered charitable society with the operating name of The Peace Foundation was formed in 1975 with the vision of building peaceful local, national and global communities.

The Peace Foundation is an educational organisation that offers innovative programmes, services and resources that are used in schools, homes and communities throughout New Zealand. Our programmes help to establish and maintain peaceful relationships by teaching skills that encourage better communication, co-operation, respect and conflict resolution.

Mission:

To build peaceful relationships among people of all ages and cultures from personal to global through education, research and action.

Vision:

Peaceful local, national and global communities

Values:

In pursuing this mission we are committed to honour Te Tiriti O Waitangi, human rights and the peaceful resolution of conflict and to modelling peace-making values within the Foundation and beyond.

JOB DESCRIPTION FOR HEAD OF PEACE EDUCATION

Purpose:

The main purpose of this position is to be responsible and accountable for planning, leading and executing high quality Peace Foundation education programmes.

Key Responsibilities:

Manage and Oversee the Peace Education Programmes

To be responsible for the strategic direction, content and delivery of the peace education programmes. To manage the contract deliverables for the education programmes to a high standard. To ensure that each programme is effective, relevant, contemporary, culturally responsive and in line with national and international best practice standards.

Facilitation in Schools

A major component of this role is to facilitate training in schools for both the primary and intermediate Cool Schools Peer Mediation Programme and the secondary Leadership through Peer Mediation Programme (LtPM). Both these programmes are implemented by schools throughout Aotearoa.

Relationship Management

To manage relationships and reports to funders regarding the peace education programmes. To maintain high levels of communication with clients; principals, teachers, school programme coordinators, funders and other stakeholders.

To report to Peace Foundation management on a regular basis including a quarterly report to the Peace Foundation Board of Directors.

Team Player

To work collaboratively with the peace education team including; the managers, the peace education programmes administrator, the national team of school programme facilitators, other staff, interns and volunteers working for peace education, in a manner that promotes and fosters a team culture and positive working environment consistent with the values of The Peace Foundation.

Promotion/Marketing/Networking

To manage the image of the peace education programmes and promote them through educational bulletins, newsletters, articles, social media, the Peace Foundation website and public appearances, in a manner that reflects the values and interests of the organisation.

Event Management

To manage all events for the peace education programmes in a manner consistent with the values of the Peace Foundation.

Resource Development & Research

To manage all resource development and research for the peace education programmes. This includes; on-going programme impact and effectiveness research plus development of teacher and coordinator manuals, student toolkits, training videos, and other resources, ensuring they are contemporary, culturally responsive and reflective of best practice regarding content and delivery of the programmes.

Key Performance Indicators

- The Peace Foundation's peace education programmes show consistently high levels of achievement and impact for students, teachers, school and community well being.
- Government funding secured and opportunities for new funding streams maximised.
- Programme reporting and accountability requirements to: Peace Foundation management, Board of Directors, key funders and any other stakeholders, delivered to a high standard and in a timely manner with a focus on maintaining financial accountability.
- Effective programme development to align with client needs.
- Leadership provided to a high-performing team working with the peace education programmes.

Key Competencies

- Committed to and understanding of the vision and values of The Peace Foundation.
- Proven ability to provide leadership and guidance.
- Ability to develop and maintain empathetic relationships with others.
- Proven creative, innovative skills and experience in implementing new ideas.
- Professional presentation and manner which at all times reflects the values of The Peace Foundation.
- Approachable, supportive and personable
- Driven, able to self-motivate and work independently when required, yet must also work well as part of a team.
- Proven excellent communication skills – both oral and written.
- Proven excellent organisational and task management skills.
- Comfortable and competent with technology proficiency with Google Workspace and familiarity with social media tools.

General Skills Required

- Registered and experienced classroom teacher with experience in the Primary sector and experience in the Secondary sector desirable.
- Experience with coordinating and implementing the Cool Schools Peer Mediation Programme desirable.
- Current teaching Practising Certificate desirable.
- Confident, engaging speaker with experience in facilitation desirable.
- Training and experience in conflict resolution and mediation desirable
- Computer literate

Additional Considerations

- Able to travel nationally for work purposes.
- Auckland based position.
- Full driver's license mandatory.
- Able to work at home when required.
- Flexible working hours.
- Knowledge of tikanga Māori and te reo Māori desirable.
- New Zealand citizenship, permanent residency or valid work visa mandatory.

INTERESTED IN THIS POSITION?

This is a full time position and comes with a work car, mobile phone and laptop. If you require more information before you make your application, please contact Christina Barruel on (027) 272 9331

To apply for this position, please email a cover letter accompanied by your resume (CV) to:

christina@peacefoundation.org.nz

Applications must be in by: **Monday 6th October (Week 1, Term 4, 2025).**