**‘Pool’ of Not-for-Profit temporary staff**

Information to be completed before listing. Either complete the following or submit a CV:

**Name:** Carole Parker

**Contact details:** Cell 0274 579 686

[Carole.parker51@gmail.com](mailto:Carole.parker51@gmail.com)

**Tick one or more areas you have experience in:**

* Community development

Health and wellbeing

* Social services

Māori

Children and youth

Families/whānau/parenting

Alcohol and drugs

* Housing

Mental health

Disability

* 1. Other
* Management

Finance

* Project management

Communications / media

Employment

* Other

**Qualification/s**

* Diploma in Business Studies with endorsement in Disputes Resolution (Mediation) Massey University (1996)
* NZIM- Certificate in Supervisory Management (1992)
* Treaty of Waitangi (Rowan Partnership - 1996)
* Nine unit standards in Civil Defence Welfare Management
* Council Of Trade Unions, Health & Safety Representative

Courses – Stages 1, 2 and 3.

**Registration** (type of registration and if it is current)

**Experience**

**Exult Tauranga**

Currently have a contract with Exult. This is contracted work with NFP’s. It includes mentoring, facilitation, completing Capability Assessments and other work as and when required.

**Acting Manager for Mokoia Community Association** 2020 – February to August. This included the Covid Lockdown period where MCA was providing social services to the local Mokoia (Rotorua) Community.

**2019 Seasons for Growth – Waihi and Waihi Beach**

Coordinator for the Seasons for Growth programme, book, organise and oversee programmes for children in Primary school in the area. Coordinate, supervise and support volunteer companions who run the eight week programme in the schools. (up to 10 hours per week) When necessary assist with running programmes in the school.

**2017 – 2018**

Held contracts with Dementia Lakes, Rotorua, Age Concern Rotorua District Inc and Bay of Plenty Neighbourhood Support Society to research funding options and apply for funding on their behalf.

**Contact Centre Advisor – Tauranga City Council,** March 2016 – January 2017.

* This was a 20 hr a week position working in the Call Centre answering phone calls.

**Project Manager – Strategy Team Rotorua District Council,** July 2014 – March 2016

* Provide assistance to the lead for the People and Healthy Homes Portfolio
* Facilitated a group of community people in Western Heights to gather information on the communities issues and concerns and to seek and implement solutions.
* Assisted NFP’s with options for funding for community projects.

**Community Projects Officer -** Rotorua **District Council** - January 2013 – July 2014 when position was disestablished

* Managing Lakes District Council Grants process
* Liaising with people and groups about funding applications and projects.
* Run funding workshops to assist groups gain funding.
* Undertake administrative support

**Community Services Officer - Rotorua District Council May** 2011 – January 2013

* Liaison with the Volunteer Community hall committees of nine halls.
* Responsibility for managing tenants of RDC’s 152 pensioner units.
* Overall responsibility for the oversight of Rotorua Community House tenants.

**Community Development Manager – Taupo District Council -**

February 1998 – March 2011 (ended due to redundancy of position)

Responsible for a team of 14 including the After school and holiday programmes and the

AC Baths climbing wall.

**Referees**

Rosemary Viskovic,

Chairperson OF MCA Trust Board while I worked at Mokoia Community Association.

Current a trustee.

Ph; 0212804540

[rosemaryviskovic@gmail.com](mailto:rosemaryviskovic@gmail.com)

Additional Referees are available on request.

**What types of roles are you looking for** (e.g. Manager, social worker, counsellor, administrator, coordinator, youth worker, support worker)

Coordinator, facilitator, administrator, Manager, support worker.

**Availability** (hours of work per week available and when)

Happy to negotiate availability and hours

**Location**

Please indicate if you are able to work in the following areas:

* Tauranga

Te Puke

Maketū

* Katikati
* Ōmokoroa
* Waihī Beach

**Gender:** Female

**Ethnicity:**  New Zealander

**Please return this information to Kathy@socialink.org.nz**