



Learning and Content Development Coordinator

Purpose

Our mission is that Te Whakarōpūtanga Kaitiaki Kura o Aotearoa – New Zealand School Boards Association (NZSBA) is the leader for effective school governance Whakamana! Whakaora! ki Te Tiriti o Waitangi.

To this end, Te Whakarōpūtanga wants Effective Governance and Student Success to be interwoven ki ngā kura katoa o Aoteroa.

Who we are

Te Whakarōpūtanga Kaitiaki Kura o Aotearoa – New Zealand School Boards Association (NZSBA) is the professional body for school boards in New Zealand, representing and advocating for our members and providing services to all state and state-integrated schools and kura.

NZSBA is at the heart of school governance. We influence and inform policy and sector outcomes; we support and enable school boards to flourish; we connect like-minded people through our learning and networking opportunities; we strengthen communities by helping students achieve.

Te Whakarōpūtanga Kaitiaki Kura o Aotearoa was established in 1989, following the introduction of New Zealand's largest school reform, Tomorrow's Schools. We are a not-for-profit incorporated society with charitable trust status.

Our service delivery arm, **GovHub** School Board Services, provides support to all board members via Ministry of Education funding, while our membership arm provides independent advocacy for school boards to the government and the rest of the education sector. Approximately 80% of all school boards are members, enjoying access to exclusive regional and national events, benefits and discounts, as well as a direct say in how we advocate.

What we do

GovHub is the operational arm of the NZ School Boards Association. Our [Ministry of Education funding](#) provides for employment and governance advisory services, as well as learning and professional development opportunities for school board members. This is available free to all state and state-integrated school boards. We offer other services to schools on a fee for service basis.

Our Values

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| • Kaitiakitanga | A sense of guardianship through being of service |
| • Connection | Relationship, unity and whanaungatanga to people and planet |
| • Tino Rangatiratanga | Recognising autonomy and self-determination |
| • Integrity | Where values and actions align to create a sense of wholeness |
| • Inclusiveness | Actively promoting equity and fairness |

Position description

Position purpose

The Learning and Content Development (LCD) Coordinator provides operational and administrative support to the GovHub LCD team, contributing to the quality, consistency and timely delivery of content, resources and learning activities. The role supports both content development and team coordination across digital platforms and events, including webinars and workshops.

Position details

Responsible to	Chief Advisor Governance
Functional Relationships Internal	Learning and Content Development Team Shared Services Team Chief Advisors: Employment and Governance National Employment and Governance Teams Advisors: Employment and Governance
Functional Relationships External	School Boards / Principals Ministry of Education Suppliers / Platform vendors
Staff	N/A

Key Responsibilities

Content review, editing and publishing

- Assist with reviewing and maintaining resources to ensure accuracy, consistency and alignment with organisational standards
- Publish and maintain content across digital platforms, following established version control, and record-keeping practices
- Assist with rebranding activities in line with GovHub brand guidelines
- Assist with the transfer and maintenance of content across digital platforms

Webinar support

- Assist with the coordination of webinars, including set-up, publication, promotion, practice sessions, and follow-up tasks
- Provide facilitator and online support during webinars, including managing waiting rooms, recording sessions, screen sharing and Q&A/chat interactions
- Assist with post-event tasks, including video editing and publication, post-event reporting and distribution of materials

Team coordination and general support

- Use collaboration and workflow tools to track progress, actions, and approvals - ensuring visibility across the team and enabling timely delivery of work
- Assist with data monitoring and reporting to support team activities and decision-making
- Provide general coordination and administrative support to the wider team, contributing to continuous improvement

General

- Other related duties, as directed from time to time by the Chief Advisor Governance

Health and Safety

- Participate in all GovHub Health & Safety activities and act in a responsible and safe manner at all times (in accordance with GovHub H&S policy and procedures).

Person specification

Skills/experience required

- Proven experience in an administrative, coordination or operational support role within a team-based environment
- Some experience working with digital platforms for content publishing, event management or communications (e.g. content management systems, event tools, survey tools, or similar systems)
- Proficiency using Microsoft 365 applications, including Word, PowerPoint, Microsoft Teams, and SharePoint
- Experience supporting the preparation, delivery or coordination of online events such as webinars, workshops or virtual meetings
- Experience reviewing, formatting or editing written content to ensure clarity, consistency and accuracy
- Experience using collaboration and workflow tools to track tasks, deadlines, and updates within a team setting
- Experience working with document management or version control processes in a structured environment

Personal qualities / attributes

- Excellent work ethic: a go getter who seeks challenges and can turn their hand to anything to support their team
- Be able to multi-task and work in a fast-paced manner
- High energy and enthusiasm
- Exceptional attention to details, and a strong quality-control mindset
- Ability to manage competing priorities, follow through to completion, work effectively as a team member and autonomously when required
- Excellent interpersonal skills with the ability to develop good relationships with all stakeholders at all levels
- High standard of personal presentation
- Understanding of and commitment to the principals of TE Tiriti o Waitangi and tikanga Māori including comfort in te reo Māori environment.