



Kaiwhakahaere – Leadership Role: He Toa, He Mana, He Whakapapa Legacy in Motion

Role	Administrator:
Job type	Part time contractor
Location	Work remotely/ from home.
Hours	25 hours per week
Remuneration	\$32, 000.00 per annum
Reporting to	Board Secretary
Chairperson	Pou Rangatira – Hone Fowler hone.fowler@maorifootball.co.nz

About Us – Introduction

After 20 years of advocacy, Māori Football Aotearoa (MFA) stands as a legacy in motion — established to address the long-standing underrepresentation of Māori in the beautiful game. Football is the most played sport among boys and third for girls in Aotearoa, yet Māori voices, talent, and leadership remain largely absent from the national football landscape. MFA exists to change this. Rooted in kaupapa Māori, and committed to working in genuine partnership with clubs, federations, and the national body, MFA is laying the foundations for a bold and inclusive future. The appointment of our first Kaiwhakahaere is a defining milestone — a unique opportunity to lead with vision, uplift communities, and help shape a movement where Māori do not just participate in football, but thrive, inspire, and lead across all levels of the game.

To view our Strategic Plan, Turuki Turuki Paneke Paneke, head to [Home - Māori Football Aotearoa](#)

Who are we looking for?

Māori Football Aotearoa (MFA) is seeking a committed and dynamic Part-Time Administrator (Contractor) who embodies our kaupapa and values. The ideal candidate will understand Te Ao Māori and be dedicated to creating inclusive spaces grounded in tikanga Māori.

As this is a contractor role, the successful applicant will be self-managing, proactive, and able to take initiative. Responsibilities include managing day-to-day admin tasks such as correspondence, meeting coordination, responding to enquiries, maintaining records and databases, and supporting documentation and reporting.





Key Responsibilities:

- Receiving and responding to external communications.
- Assist with the management of social media accounts and website.
- Collating and updating the team management and player database.
- Assist with projects regarding coordinating correspondence, planning and scheduling.
- Support with quarterly and annual reports.
- **Provide administration support to the MFA Board.**
 - Including draft policy writing
 - Attend Board, attend meetings and take minutes.

Ideal Skills and Experiences:

- Understanding of Te Ao Maori and its application across the organisation.
- Previous administrative experience essential.
- Proficiency in Microsoft Office 365 Suite (Word, Excel, Outlook).
- Strong organisational and multitasking skills.
- Demonstrated time management and priority management skills.
- A high level of attention to detail
- Superior verbal and written communication skills and a can-do attitude.
- Familiarity with social media platforms.

How to apply

To apply please send your CV and cover letter to: hone.fowler@maorifootball.co.nz

Opening date

1st May 2025

Closing date

31st May 2025

