



TOAH-NNEST

Te Ohaakii a Hine - National Network Ending Sexual Violence Together

Kaimahi Office Manager Job Description

Our Organisation

TOAH-NNEST is a network of specialist sexual violence response and prevention services, representing members nationwide. The vision of TOAH-NNEST is for Aotearoa New Zealand to be free of sexual violence.

The overall governance body of the national network is the Paetakawaenga, which has representatives from each whare. The Maimoa, or the charitable entity, TOAH-NNEST Trust, has the ultimate responsibility for legal and financial matters and is strengthened by the relationship agreement and document. Trustees representing Nga Kaitiaki Mauri and Taiuiwi Caucus govern as the body Te Roopu Whakahaere

The structure of TOAH-NNEST reflects the Te Tiriti O Waitangi based partnership of the two whare or houses, Nga Kaitiaki Mauri and Taiuiwi Caucus which come together in the Maimoa. The three-part structure enables Nga Kaitiaki Mauri, as Tangata Whenua whare, to operate substantially within a Maori world view, while ensuring that TOAH-NNEST meets its legal responsibilities.

Nga Kaitiaki Mauri and Taiuiwi Caucus is each guided by their own specific affairs in keeping with their own world views and priorities. Nga Kaitiaki Mauri is guided within the nine guiding kaupapa of the framework Te Ohaakii a Hine. Taiuiwi Caucus is guided by the constitution of the incorporated society of TOAH-NNEST Taiuiwi Caucus, and its objects, principles and values

For more information, please visit toah-nnest.org.nz

Overview of Position

Reporting to the management team of TOAH-NNEST this cross-whare role is significant to ensuring an efficient and productive National office. This person is a well-rounded Administrator who will manage all administration of the office while coordinating the logistics for national and/or regional meetings and projects implemented by the wider team.

Hours and location of Work

- 35 hours per week
- based in Wellington

Responsibilities

Key Functions

General Administration

Maintains reception and controlling correspondence of National Office to external stakeholders

- Welcome and direct stakeholders to National Office
- Answer, screen and forward any incoming phone calls while providing basic information when needed
- Receive and sort daily mail/deliveries/couriers
- Update appointment calendars and schedule meetings/appointments
- Perform other clerical receptionist duties such as filing, photocopying, collating etc.

Maintains office services by organising office operations and procedures

- Develop and/or maintain infrastructure systems for the organisation
- Manage all office supply inventory including stationery and kitchen supplies
- Other duties as and when directed by direct line Manager

Financial Administration

- Preparation of payroll
- Financial software system management
 - Invoicing and billing payments
 - Reconciliation and rule development
 - GST
- Support of budget development
- Support to Management reporting as required
- Maintain systems management of filing and record keeping

Communication

- Support staff lead and Paetakawaenga on communication strategies
- Maintain website content
 - Support on-going development
- Maintain social media presence
- Develop and maintain newsletter and panui to members
- Manage internal communications and events for calendar year
- Liaise with staff leads and Paetakawaenga on media activity

Project Administration support

- Complete special projects by organising and coordinating information and requirements; planning,

arranging, and meeting schedules as requested by direct line manager

- Coordinate, planning and implement meeting of Paetakawaenga hui and staff hui
- Support the development of written reports and external written communication on content matter (with staff leads)

Membership

- Develop and implement strategies for membership engagement and increased participation
- Maintain database and relevant information of membership

Key Relationships

Internal	Reports to	TOAH-NNEST Management
	Direct Reports	None
	Whare relationship	Paetakawaenga from both whare Nga Kaitiaki Mauri and Tauwi Caucus
External	Contractors	Vendors and services providers for office administration and management
	Visitors to National Office	Manaaki to all visitors (all staff)
	Member agencies	Enquiries

Competencies

Qualifications

While a specific qualification is not a prerequisite for the position, this person is required to demonstrate sound experience, qualifications, and/or training in an area such as:

- Administration or Office Management
- Financial management or bookkeeping

Key Competencies

- Te Tiriti o Waitangi
 - Demonstrable experience of working with Tangata Whenua and Tikanga Maori
 - Ability to hold space for Nga Kaitiaki Mauri kaupapa in all relevant forums
 - Honoring Te Reo me nga Tikanga
- Office administration
 - Demonstrable organisational skills
 - Clear planning and problem solving capability
- Financial administration
 - ability to maintain a high level of accuracy in preparing and entering financial and payroll information
 - confidentiality concerning financial and employee files
 - knowledge of accounts payable, accounts receivable and maintaining systems
 - knowledge of payroll functions and procedures

Desirable Competencies

- knowledge of Sexual Violence sector
- Not for Profit organisation experience

Other Competencies

- Quality management
- Time management
- Managing processes
- Communication processes
- Strong written and verbal communication skills
- Promoting continuous improvement
- Reporting skills
- Ability to work effectively in collaboration with diverse groups of people
- Demonstrated ability to self-manage and to practice self-care strategies,

Attributes

- Professionalism

You uphold TOAH-NNEST and the two-whare commitment in your representation of TOAH-NNEST
You have a clear understanding of professional and personal boundaries with a high level of self-awareness.

- Cultural Appropriateness

You have a working understanding of Te Tiriti o Waitangi and the impacts of Colonisation
You interact with stakeholders at all levels in a manner that supports the commitment to our organisational two whare model.

- Accountability for Performance

You take personal responsibility for achieving goals and objectives.
You set clear objectives and are committed to your work.
You are solutions focused and take initiative
In general, you are adaptive, proactive and organised