



Philanthropy New Zealand

Tōpūtanga Tuku Aroha o Aotearoa

POSITION DESCRIPTION

Title:	Administrator
Reports to:	Chief Executive (CE)
Location:	Philanthropy New Zealand, Wellington
Position:	Permanent Part-time (20 hours a week)
Salary:	Circa \$55k (pro-rated to 20 hours a week)

About Philanthropy New Zealand:

Philanthropy New Zealand is the peak body representing and supporting philanthropy and grantmaking in New Zealand. PNZ has a vision of a thoughtfully generous Aotearoa New Zealand.

Philanthropy New Zealand works to inspire generosity and thoughtful grantmaking, with a mission to:

- support better philanthropy and grantmaking
- help build a stronger philanthropic and grantmaking sector
- inspire more philanthropy.

For more information visit www.philanthropy.org.nz

Purpose of the role:

The purpose of this role is to undertake Philanthropy New Zealand's administrative work, support the Chief Executive, and provide secretarial support to the organisation's governance and advisory committees.

It is one of two support roles in the team, and the incumbent will work closely with the Membership and Events Co-ordinator.

Key tasks:

- Support for the CE (diary, travel, some correspondence)
- Office co-ordination – including co-ordinating stationery supplies, IT support, maintain filing system, mail services, answer the phone, coordinate team meetings
- Project support and administration
- Formatting, distribution and filing of documents, reports and presentations
- Financial administration
- Health and safety coordination
- Photocopying and printing for team
- Support for committees, advisory group and the Board (travel, catering, minute taking)
- Travel and accommodation bookings
- Data entry
- Customer service including responding to member, stakeholder and conference inquiries
- Other administrative tasks as requested.

Hours and location of work:

PNZ's office is on the Terrace. Given the nature of the role we seek someone who can work across five days in a regular pattern. The hours do not need to be worked evenly across the days (for example, on one or two days it may be that the administrator just monitors the inbox and undertakes urgent tasks) and the work pattern can be varied with agreement. We offer flexible employment, with staff blending working from the office and remotely.

Skills and attributes sought:

- Excellent relationship and customer service skills
- Great organisational skills
- A positive working style and a can-do attitude.
- A track record of success in administrative roles
- IT savvy
- An understanding of Te Tiriti O Waitangi and commitment to upholding it in your daily work.

Working style sought:

We're a high energy, friendly and passionate bunch. We work hard as we believe in the value of our contribution towards philanthropy making a positive difference to Aotearoa.

You'll need to be a self-starter to fit in. You'll be able to work independently, as well as be a team player. You'll have an opportunity to input outside of your role in team meetings. Your skills and activity will be highly valued by the rest of the team.

Philanthropy New Zealand has a small team, so in times of peak workload, we take a team approach to achieving goals, which can require flexibility and – within reason - stepping outside of the job description.