



Position: Manager

Reports to:	Chair on behalf of Board of the Wellington Women's Health Collective (WWHC)
Location:	5/175 Victoria Street, Wellington
Hours of work:	15 hours a week – Wednesday-Friday 9-2.30
Term:	Minimum 12 month Maternity Leave Cover
Date:	Updated February 2025

About the Wellington Women's Health Collective

The Wellington Women's Health Collective ("the Collective") is a small not for profit organisation that has at its heart the wellbeing of women, by providing timely support, information and counselling to the women of Wellington. We were formed in 1986 and since then have become an established part of the Wellington community.

Our purpose

The purpose of the Collective is to benefit the community through empowering and supporting women to make informed choices about their physical, mental and emotional health.

Our vision is that all Wellington women will have access to the support services they need to maintain long term health and well-being *and* that we can deliver these services from a physical "women's place", alongside other like-minded services.

Our values

Our work is underpinned by a set of principles and behaviours that apply to how we work together and with the women we support:

Our principles

- We are a feminist collective;
- We recognise and honour the principles of Te Tiriti o Waitangi;
- We are pro-choice, believing that every woman has the basic human right to decide when and whether to have children;
- We are committed to supporting all women to access a full range of health services (including well-being) - [Te whare tapa whā](#);
- We welcome all women, recognising and respecting the needs of the LGBTQ+ community;
- We partner with other organisations for stronger impact for communities/whanau.

Our behaviours

- We live our values;
- We operate within a gender-equal framework;

- We function collectively;
- We do what we say we will – we are responsive and reliable;
- We know what we are doing - we have a plan;
- We understand our collective strengths;
- We champion compassion and kindness, and we are respectful to ourselves and to others;
- We are reflective – we are a learning organisation, we don't rush ahead without thought.

Role Description

The Manager role provides operational leadership and management of the Collective's staff and volunteers. They feed into the Collective's overall strategic direction, develop services, represent the Collective in the community, with funders and other key stakeholder, in line with the strategic priorities and plans of the Board.

Leadership and Strategy

- Work with the WWHC Board to develop and review the vision and strategy of the Collective
- Is accountable for implementing the strategy to maintain a dynamic organisation
- Work with staff and volunteers to develop opportunities which will increase the diversity and relevancy of the Collective's services.

Service/ operational Management

- Ensure that the Collective is financially, administratively, and legally compliant.

People Management

- Manage staff and volunteers in the Collective in line with the policy, procedures and values of the Collective.

Relationships and networking

- Work with the Board to develop and sustain positive relationships with key stakeholders, including community groups, government agencies, health authorities and the women's sector, to promote the operations of the WWHC
- Work with staff and the Board to ensure that the Collective's name and its services are well known, respected and represent our values.

Records Management

- Effectively manage the Collectives records accordance with our Policy and legislative obligations.
- Ensure that the Collective's record keeping meets the stated requirements of all funders.

Person Specification

The role requires an enthusiastic and committed all-rounder who has a background in getting things done, backed up by solid administrative experience, empowering people management, as well as being able to think strategically, hold a vision and represent the organisation in many different situations.

Qualifications and experience:

- Proven experience in a management or leadership role, preferably within the not-for-profit or health sector.
- Strong administrative experience, including financial management and compliance.
- Experience in managing and developing staff and/or volunteers.

Knowledge and competences:

- Strategic thinking and ability to develop and implement organisational plans.

- Excellent communication and interpersonal skills for relationship building with diverse stakeholders.
- Strong understanding of issues affecting women's health and well-being.
- Familiarity with Te Tiriti o Waitangi principles and their application in practice.
- Understanding of feminist principles and a commitment to gender equity.

Personal qualities and abilities:

- Strong commitment to the values of the Collective, including inclusivity and respect for diversity.
- Ability to work collaboratively and inspire a team.

The role will operate as part of a team demonstrating enthusiasm for the purpose and values of the collective. The team creates a welcoming and empowering space, share responsibility for office administration and support their team members.