



## Job description - Administrator

Status: Contract until July 31

Hours: 1FTE (prepared to consider 0.8FTE depending on experience level)

Location: Wellington CBD, with ability to work some of the time remotely

Remuneration: \$65-\$75k

## About Wellington Community Fund

We are a grant maker supporting communities across the Wellington region.

We distribute approximately \$2 million in grants each year through two core grant streams: [He Rau Aroha](#), which supports Māori-led groups advancing Māori aspirations for Mana Whenua and Taura Here, and [General Grants](#), which fund social services supporting communities experiencing inequity, exclusion, and disadvantage.

Grant applications are assessed on an ongoing basis by our team, with larger funding decisions made by our Board. As part of a national network of community trusts, we work independently and in partnership to support positive, lasting outcomes for our region.

Our vision is: Thriving communities across the Wellington region.

Our purpose is: Investing in the communities of the Wellington region.

# These values underpin our work:

- Respect
- Upholding principles of Te Tiriti o Waitangi
- Mana enhancing practice
- Advancing equity and inclusion
- Responsiveness & flexibility
- Responsible investing
- Transparency
- Genuine relationship building

## PURPOSE OF POSITION

To provide administrative support to the Chief Executive, the Board and other WCF staff as required to enable the Trust to operate efficiently and effectively. The position reports to the Chief Executive.

Key objectives are:

1. To administer the online Grant Registration, Application and payment and grant refunds process.
2. To provide assistance to the Chief Executive and other WCF staff with general administrative duties as required.
3. To provide administrative and secretariat support for Board meetings, including preparation and distribution of Board and Committee Papers and recording of accurate Minutes of Board and Committee meetings.
4. To manage the electronic filing of Trust documents in accordance with best practice and to maintain accurate records and completion of paperwork and follow-up actions.
5. To provide secretariat support to and assist with the coordination of Combined Community Trust Chairs and CE's meetings.
6. To manage WCF's Policy and processes schedule and assist with the development of new policies/procedures as appropriate.
7. Other administrative tasks as requested.

## KEY RESPONSIBILITIES

### Chief Executive support

- Provide administrative assistance and support for the Chief Executive as required.
- Organise travel and accommodation arrangements for CEO as needed.
- Coordinate diary management including invitations to community events and meetings.
- Provide administrative assistance and secretariat support for the Combined Community Trust group.

## Grant Applications

- Manage the processing of online applications, user registrations, and grant payments (including refunds).
- Assist other team members with grant administration as requested.

## Board Support

- Assist with the preparation and distribution of Board Papers.
- Manage the use of Boardpro software and retain accurate records as required for the WCF audit.
- Provide accurate meeting minutes to the WCF Board Meetings and Committee meetings as required.
- Coordinate travel requirements of Trustees as required.
- Maintain the Board papers in shared Board Folder, including the interests register.
- Manage invitations to Board members for community events.
- Assist with processing Trustee reimbursement costs as needed.
- Register Trustees for PD/Training opportunities as required.

## Records and Filing – maintaining the Trust records

- Assist with the development and on-going maintenance of the electronic file structure.
- Keep electronic and physical records and files up to date and accurate to meet legal and audit requirements.
- Assist with the WCF Audit as required, including retaining accurate records of all relevant documents to provide to comply with legislation.
- Coordinate the management of the WCF Policy and Process Schedule ensuring that all documents are reviewed regularly as required and develop new policies/processes as required.
- Coordinate the management of process improvement, including identifying areas of improvement /issues and developing new processes to improve business operations.
- Maintain the WCF Gift Register in line with the WCF Gift Policy.

## General Administration Support

- Coordinate stationery orders within the office.
- Arrange for courier pickups and deliveries as needed.
- Assist with the planning and organisation of any community workshops/hui/events, including venue and catering requirements.
- Liaise with building management when office maintenance issues arise.
- Liaise with external vendors (i.e. insurers, property managers, vendors, service providers etc).
- Assist with the management of Health, Safety and Wellness for WCF Team, including the hazard and risk register and act as a health and safety representative for WCF Team members as needed.

## Key Relationships:

This is largely an internally focussed role.

| WCF  | External  |
|--|---|
| <ul style="list-style-type: none"><li>• Chief Executive</li><li>• Community Engagement and Funding Manager</li><li>• Kaitakawaenga Māori</li><li>• Communications, Systems and Data Lead</li><li>• Trust Accountant</li><li>• Trustees</li></ul> | <ul style="list-style-type: none"><li>• Other funders</li><li>• Other Community Trusts</li><li>• Auditors</li><li>• Insurers</li><li>• External vendors/suppliers</li></ul> |

## ROLE LOGISTICS

This role is a contract role until July 31, as the Wellington Community Fund is currently undertaking an operational review before making permanent appointments.

It can be offered as a fixed-term contract or the salary can be converted to an hourly rate.

It is a full-time role, however we are prepared to consider a 0.8FTE role for the right person.

The fund is currently based in Prime Property Towers on Lambton Quay. The person needs to be Wellington based (the majority of our Board and committee meetings are face to face).

We offer flexibility in working both from our office and from home, however, there needs to be sufficient office time given the nature of the role, and potentially more office time earlier in the contract.

## PERSON SPECIFICATION

The successful person will be an experienced administrator and have the following skill set and expertise:

- Advanced digital technology and office administration skills.
- Experience in minute taking and providing secretariat support to a Board and committees.
- A track record of implementing business improvement
- Commitment to Te Tiriti o Waitangi.
- Excellent oral and written communications skills.
- A proactive approach to problem solving.
- Experience in business operations support.
- Ability to work both independently and as part of a team.
- A capable multi-tasker with the ability to prioritise their workload