

Trust Administrator

Part-time, 16-20 hours per week, Monday-Friday.

Northgate is a growing organisation that offers a variety of services and programmes to its community. We strongly focus on the development of our volunteers, as we believe that individuals and communities flourish when they serve others.

To make this possible, we want to develop a strong team of leaders that is able to equip and empower others to serve. As an administrator with experience in the areas like Human Resources, Health and Safety, and policy writing your role will be to ensure that as a charitable trust, the organisation remains compliant and accountable to all its stakeholders. You will also be involved in areas like funding, internal and external communication and programme administration to ensure the organisation meets all its obligations around its programmes.

Although we are looking for a self-motivated individual with a wide variety skills, you will work in a collaborative team environment where support for one another, growth and development are an important part of who we are as a team.

In this role you will need to:

- Manage contracts and other HR processes related to employees, casual staff and volunteers
- Maintain the organisation's compliance with current HR and H&S legislation and other relevant obligations, and ensure that regulations are clearly communicated and followed
- Maintain the policies of the organisation and create new ones where gaps exist
- Prepare accountability reports for funders, trustees and other stakeholders
- Assist with the preparation of funding applications
- Take minutes of operations meetings
- Keep volunteer and participant databases up to date
- Manage schedules, rosters and calendars
- Communicate internally with staff and volunteers to provide up to date information about programmes, meetings and events
- Maintain the organisation's profile on social media and on the website
- Assist administratively with the planning and running of programmes and courses
- Respond to visitors, phone calls and emails

Your experience:

This position will require of you to have strong written and verbal communication skills and experience in some of the following areas would be very helpful:

- creating and implementing Health and Safety procedures
- writing policy documents
- developing and maintaining employment contracts
- general office administration
- using social media and online tools for promotion and internal communication

Northgate collaborates closely with Northcity Church and you will therefore need to align closely with the values of the church. A police vetting report will be required as part of our selection process and you will need to have NZ residency or hold a valid NZ work visa.

A full job description of the role is available on request. If you are interested in the role, please forward your CV to André Esterhuizen, Trust Manager, at andre@northgatetrust.co.nz. Please include a cover letter in your application and explain why you would like to work for a community organisation.