



Reconnecting Northland Program Administrator
Position Description March 2018
Part time (0.6 FTE) – Fixed term, Northland-based

Whenua ora, wai ora, tangata ora
Our land and our people flourishing together

Reconnecting Northland

Reconnecting Northland is leading a programme of connectivity conservation - a new paradigm for conservation in New Zealand. By taking a longer-term view of the landscape and the natural processes that contribute to ecosystem functioning and resilience and recognising and including human interdependence on the landscape and natural world, Reconnecting Northland seeks to enable a mutual interdependence based upon a healthy, natural environment that provides sustainable livelihoods for its human inhabitants. Further information about the Reconnecting Northland can be found on the programme's website www.reconnectingnorthland.org.nz.

Purpose of the Position

Under the newly established programme structure, the Reconnecting Northland Trust requires a suitably skilled, experienced and well organised team player to provide executive assistant services to the operations team and trustees and effective administrative support for the day-to-day operations of the Trust.

Responsible to:

- Reconnecting Northland Pou Manatū

Direct Reports:

- nil

Terms:

- This Northland-based role is a fixed-term, part-time (22.5 hours per week) position.
- This position will be based out of Reconnecting Northlands office located at The Orchard Business Hub in Whangārei.

Primary Working Relationships:

Internal:

- Pou Manatū
- Connectivity Activator/s
- Mātanga Hauropi – Ecologist
- Communications



- Reconnecting Northland Trust Chair
- Board of Trustees

External:

- Reconnecting Northland stakeholder's consultants, contractors, service providers and other community partners.

Responsibilities of the position

- Provide executive assistance support for the Reconnecting Northland Operations Team and Trustees
- Maintenance of financial processes and accounting systems
- Provide in-house support for programme accountant as required
- Implementation of policies and procedures set by the Board of Trustees
- Monitoring and documentation of Health and Safety compliance
- Oversee records and data storage and management control
- Organise meeting and events logistics
- Prepare meeting papers for trustees, and sub-committees
- Manage online communication platforms (website and social media)
- Undertake other duties as may be required from time to time, as agreed with the Pou Manatū.

Skills and Experience Required:

Essential

- In-depth knowledge of best practice business administrative systems, policies and procedures
- Excellent organisational skills
- Experience in use of Xero accounting software
- Advanced proficiency with Microsoft Office suite
- Sound record keeping and storage management experience
- Be a pro-active self-starter who can make decisions, prioritise time and work efficiently
- Keen eye for detail and efficient time management skills
- Ability to work under pressure and multi-task to meet deadlines
- Have initiative and a problem-solving ability
- Event coordination experience
- Experience and confidence to work respectfully and effectively with iwi and hapū within Māori cultural contexts
- Excellent communication skills at all levels, internally and externally; verbal, written and electronic

Desirable

- Familiarity and ability to move with ease, and fulfill appropriate roles, within settings involving tikanga Māori
- Experience in the conservation, ecological restoration, sustainable land management or environmental management sector
- Proven ability to effectively and professionally work in partnership with colleagues

Personal Attributes Required:

- A commitment to Reconnecting Northland's values, and an enthusiasm for being part of our mission to inspire and support Northlanders to be active in the care and kaitiakitanga of our environment, for the well-being of Te Tai Tokerau
- A holistic world view, with commitment to working towards a better future for Northland's natural world and its people as expressed within Reconnecting Northland's moemoeā / vision and *Strategic Plan*
- Excellent interpersonal skills and self-motivated
- Highly professional
- A recognition of, and commitment to, Te Tiriti o Waitangi
- A willing, flexible, and optimistic approach; an ability, when faced with problems, to actively seek fresh opportunities and innovative solutions
- A willingness to adapt, and develop new professional skills and areas of expertise as required by the programme
- A friendly approach which demonstrates integrity, inspires trust, resolves conflict and contributes to team cohesiveness (or something to indicate they get on with people and can fit in in a group)