



**Bald Angels Charitable Trust**

*Ngā Anahera Pākira*

“caring for kids in our community”



## **Angel Administration & Operations Leader**

### **Job description** (Jan 2024)

**Purpose of Position:** To coordinate, facilitate and manage the daily administration of the organisation in a support role to Management so that the organisation’s purpose is fulfilled and our mahi delivers positive outcomes.

**Key relations** with volunteers, rangatahi, programme facilitators, management, Board of Trustees, sponsors and the community

#### **Key Tasks:**

- Manage daily office systems, all admin and general comms
- Co-manage the daily operations and teams to ensure effective development and delivery of projects including Rainbow Rangatahi, Kaiārahi mentors and mentees, volunteers, Partner agencies and all community projects
- Monitor, measure & record activities and data
- Organise and coordinate all administrative tasks
- Complete multi-level tasks in a professional and timely manner
- Support and awahi vulnerable rangatahi and whānau
- Communicate effectively: openly, honestly & respectfully with rangatahi, partners, agencies, sponsors, funders, volunteers and staff
- Communicate and coordinate with volunteers -openly, honestly & respectfully
- Collaborate in a small team environment to deliver outcomes across the projects/programmes

#### **The ideal candidate/s will**

- be committed to the wellbeing of our vulnerable people: tamariki, rangatahi, whānau (especially LGBTQIA+ and at-risk whānau) and enjoy engaging with them to improve wellbeing outcomes
- be committed to strengthening our community mahi
- have a good understanding of, and value te ao Māori principles
- be authentic, honest and have excellent listening and communication skills
- support the organisation and efficiency of daily office and project operations
- be well organised and efficient with good time-management skills but will be flexible and able to pivot quickly
- be self-motivated and able to show initiative, innovation and resourcefulness and will not mind getting your hands dirty (we all do all the stuff!)
- enjoy working in a small team that values respect, honesty and integrity

You might be a young person with excellent communication and motivation who is willing to learn.

#### **Hours and Location**

- Approx 30 hrs p/week -flexible by arrangement
- Location Kerikeri Office- Bay of Islands. Prefer on-site but some remote work possible

You will have a commitment to:

- te ao Māori principles: pono, tika, aroha, mana and tapu



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- Te Whare Tapa Wha model of wellbeing across our community and including in our working environment.
- improving the wellbeing & life outcomes of vulnerable rangatahi, whānau and community, with a focus on inclusivity, equity, respect and mana.
- working collaboratively to deliver outcomes that serve the community

### Qualifications

- Proficiency in Microsoft Office suite (Ideally TEAMS, Outlook, Excel, Word, PowerPoint, etc.)
- Excellent written and verbal communication skills-essential
- Ability to multi-task, organize, and prioritise work- essential
- Proven experience record or relevant tertiary qualification- ideal but we are also open to training a person with lived experience if they have passion, commitment and relevant skills
- The ability to pass a Police Check and a clean Drivers Licence-essential (prior record may not necessarily exclude opportunity to apply)

### Employment Type

Full Time 30-35hrs per week

### Industry

- Non-Profit Organization Leadership position

### Remuneration

Dependant on skill and experience level

### APPLY IN WRITING

Email: [tw@baldangels.org.nz](mailto:tw@baldangels.org.nz) Please put 'ADMIN ANGEL' in subject line

Please enclose:

1. Cover Letter telling us
  - why you're the Whānau & Ops Angel we're looking for
  - when you are available for interviews
  - best way to contact you
  - when you are available to start if you were offered the job

Plus

2. CV including
  - Last two employment referees