

Job Description

Position:	Team's Assistant
Type:	Fixed term employee
Role purpose:	To support delivery of services and programmes in the Northern Coromandel.
Reporting to:	The Manager, Colville Junction (CJ)

Background

Colville Junction (CJ) is a Charitable Trust founded in June 1997. Our Vision: Strong and vibrant communities in Northern Coromandel. Our Mission: To support our remote communities to meet their needs and aspirations.

Key relationships

CJ Manager, Team's Assistant job share, staff, contractors, trustees and volunteers
Community members
Representatives of relevant government agencies and support groups.

Categories	Deliverables/outcomes
Operational Processes and Administration	<ul style="list-style-type: none"> ● Review and prepare documentation, as required (including reports, work instructions and procedures) ● Minute taking and record keeping ● Support recruitment processes – including advertising vacancies, participation in some appointment processes and preparation of relevant documentation ● Develop and maintain CJ administrative, IT and reporting processes ● Review and maintain filing systems ● Participate and/or lead administrative processes ● Organise training (like First Aid course) ● Lead, support and coordinate team grant applications and reporting ● Prepare grant applications and reporting ● Other reasonable tasks as agreed.
Relationships and Communication	<ul style="list-style-type: none"> ● Welcome the public to the premises, representing CJ values ● Support public, staff, volunteers and contractors ● Support public with IT issues, printing, scanning, technology related issue ● Provide support to community members, when required ● Develop appropriate networks, partnerships and collaborative relationships with stakeholders

	<ul style="list-style-type: none"> ● Develop and/or review publication and promotional material, website, facebook page etc., as required ● Lead the Colville SafeKids campaign ● Report regularly to the CJ Manager ● Liaising and supporting the other Manager's Assistant ● Other reasonable tasks as agreed.
Research and Education	<ul style="list-style-type: none"> ● Undertake research to support CJ, staff and community members (eg to inform the development of procedures and work instructions, relevant legislative changes etc.) ● Develop understanding of community needs and aspirations. Identify relevant resources ● Share information as required ● Update regularly CJ website ● Promote CJ events, projects, programmes and initiatives on social media ● Other reasonable tasks as agreed.

PERSON SPECIFICATION	
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> ● Excellent oral and written communication skills, including computer skills and report writing ● IT and research skills ● Problem solving skills and time management ● Experience with leading administrative processes ● Experience working with people in collaborative ways to facilitate community and/or organisational outcomes ● A strong understanding of tikanga Māori and Te Tiriti o Waitangi ● Relationship building skills with a variety of people and groups, including teamwork skills, conflict management and leadership skills ● Knowledge of the Colville community is an advantage.
ATTRIBUTES	<ul style="list-style-type: none"> ● Enthusiasm ● Integrity ● Outcomes focus, can do attitude ● Commitment to learning and development.
OTHER	A police vet.