



Position Description

Role: Office Administrator

Life Education's Vision

Enabling children to reach their full potential

Purpose of role:

Life Education has been operating for 30 years and enjoys a positive relationship with primary and intermediate school children throughout New Zealand. We have 32 local Trusts across New Zealand with 250 volunteer Trustees and a team of 45 Educators delivering Life Education programmes to more than 1,500 schools each year from our fleet of mobile classrooms. Our Educators are all specialist, registered teachers.

Life Education Trust (NZ)'s role is to support our Trusts in a wide range of ways. The Office Administrator plays an important role:

- Our administrative processes and tasks - the smooth day to day operation of the office; accounting tasks, resource orders and distribution of resources to Trusts.
- Often as the first point of contact for our Trusts seeking information, resources and other support. As is often said, the front desk is the face of the organisation and, therefore, the most valuable role in the organisation!

Life Education (NZ) is a small team and the Office Administrator will work closely with other staff to achieve the collective goals of the management team.

Nature of position:

Part time, [25 hours per week / five days], permanent based in central Wellington.

Direct Reports

None

Key Relationships:

Other LET NZ staff
40+ Educators
Trust Chairs
Sponsors and funders, suppliers

Personal Attributes

- Understands the environment of a volunteer community organisation
 - Highly organised with good planning and coordination skills
 - Ability to communicate well (verbal / written) with a wide range of people
 - Work with minimal supervision and have initiative to seek solutions
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Key Responsibilities:

1. Accounts preparation and collation

Working closely with the Finance Manager:

- Receive and enter (into Xero) all invoices, banking of cheques, automatic payment reconciliation-
- Assisting with the preparation of Trust's annual accounts as required
- Invoicing – Trusts, sponsors and supporters as required
- Trust's grant reconciliations

2. General administration

- Be the first point of contact for general enquires and respond and manage these as required
- Develop and maintain effective administration systems and processes so data is turned into information, is well managed, of value and accessible.
- Responding to Trusts requests for information to support their activities.
- Developing and maintaining the stakeholder contacts and communications databases
- Be an integral part of the team to support other staff across a range of administrative functions ensuring successful outcomes, which might include:
 - Support across events, seminars and conferences – planning and coordination
 - Board meeting coordination of travel and meetings
- Coordination of office supplies and services such as stationary and utilities

3. Resources

- Effectively and efficiently manage the supply of workbooks and other print resources:
 - Production of sufficient stock by the printer
 - Supply / coordination of workbooks and similar to Trusts based upon their orders.
 - [The goal in this area is to ensure across the organisation we maintain a minimal quantity of stock, while always ensuring we can supply Trusts with their requirements]
- Maintain an effective stock system and Trust order and supply for merchandise.

Due to the dynamic nature of our work and the many opportunities that present themselves for Life Education to achieve its vision, the tasks and responsibilities noted in this role description may well change from time to time, to meet the needs of our Trusts and our own activities. As a result, it is expected that the person in the role recommends and/or is prepared for changes to the role and this

description of it, on a day-to-day-basis. Any 'material' changes will be mutually agreed and noted in writing on this document.

Key Performance Indicators

An annual Professional Development Plan will identify mutually agreed annual goals, supported by an annual appraisal process to measure success against those goals

Operational Responsibilities

1. Financial

Adherence to and understanding of financial policies and delegations.

2. Effective information management

Ensuring central data collection is well managed and available as information to support LET NZ and Trusts.

3. Management reporting

Input into annual planning, long term strategic planning and quarterly reporting against plans, including using activity data to develop solutions

4. Stock management

Efficiently manage resource stock levels held as inventory by LET NZ

5. Policies and Procedures

Awareness of and compliance with Life Education's policies and procedures, including an understanding of standard organisational procedures.