

POSITION DESCRIPTION

Position Title	Executive & Communications Assistant
Service	Anglican Care Waiapu
Location	Napier
Reporting to	Kaihautū (Chief Executive Officer)
Direct Reports	No direct reports
The Organisation	Anglican Care Waiapu (ACW) is the social services arm of the Anglican Diocese of Waiapu. We have services in Bay of Plenty, Tairāwhiti, Hawke’s Bay and Taranaki. We support tamariki, whānau, and communities with our family services, early childhood education centres, grief counselling services and older people’s programmes.
Our Vision	Fulfilled Lives, Connected Communities Our vision for “fulfilled lives, connected communities” comes from our fundamental belief that it is only through strong and fulfilling relationships that individuals and communities are able to build resilience and ultimately flourish.
Our Purpose	Anglican Care Waiapu is the social services arm of the Anglican diocese of Waiapu, partnering with our parishes and communities to nurture lasting transformation.
Our Mission	Living the gospel through loving service
Values	The values that drive our organisational culture and behaviour: <hr/> Vitality We bring energy to our work, trying new things and embracing fresh thinking. We are committed to the wellbeing of our clients and our staff. <hr/> Integrity We do what we say we will and hold ourselves accountable. We demonstrate courage in speaking up when we need to. <hr/> Compassion We show kindness, patience, and a willingness to help others. <hr/> Respect We show respect for the individuals we work with and for. We demonstrate humility in our relationships and reject prejudice. We believe everyone deserves a fair go.

Position Title	Executive & Communications Assistant	
Position Summary	Reporting directly to the Kaihautū, this role provides executive and administrative support to the Kaihautū, the Board of Trustees (Waiapu Anglican Social Services Trust Board, (WASSTB)) and the ACW Senior Leadership Team. This role also provides communications support and advice to the wider team.	
Working Relationships	Internal Kaihautū WASSTB Senior Leadership Team Operational Management Team HR Advisor Other Anglican Care Waiapu Staff Diocese Shared Service Staff Parish staff	External External bodies and agencies Marketing organisations Consultants Representatives of government agencies Representatives of NGO's Suppliers Other external stakeholders
The following expected outcomes are provided as a guide for performance standards in the Key Result Areas (KRA's).		
KRA'S	EXPECTED OUTCOMES	
KEY RESULT AREA 1: Team and Organisation	<ul style="list-style-type: none"> • Actively promote and role model ACW's purpose, strategy, vision, and values to build a strong cohesive culture across the organisation. • Work collegially and collaboratively with the team in keeping with ACW's identity, culture and mission, contributing to a team environment where people have a clear purpose, are supported, and are healthy and engaged. • Participate in team based, and organisation-wide, culture, engagement and learning activities, and encourage others to participate. • Work collaboratively with internal stakeholders outside of team contributing to a mutually supportive work environment where both parties' outcomes are met. • Liaise/work with external stakeholders and agencies when required, representing the organisation in keeping with ACW's culture, values and kaupapa. • Work to enhance and promote ACW's special Anglican character among the staff and other stakeholders. • Model ACW's values in personal behaviour. 	
KEY RESULT AREA 2: Executive and Administrative support	<ul style="list-style-type: none"> • Provide administrative support to the Kaihautū, including diary management, organising meetings, drafting of correspondence and reports, and travel arrangements. Resolve meeting conflicts and prioritise issues in a timely manner. • Provide administrative support to members of SLT on an "as required" basis and support individual SLT members projects as required. • Maintain the SLT's schedule of meetings, taking minutes as required, maintaining the team's Action and Decision registers, and following up with team members to ensure actions and tasks are completed. • Maintain the organisational calendar, ensuring that significant events and dates are diarised and publicised to the appropriate stakeholders. • Provide administrative and secretarial support to other committees as required, including the Executive Risk Committee (ERC), organising meetings, agendas, updating the Risk Register, preparing meeting documentation, and other tasks as required. • Coordinate the development of the Annual Report, including managing the gathering of content, graphic design, proof reading, approval, and printing; 	

	<ul style="list-style-type: none"> • Support organisation-wide reporting on the strategy and operational reports, collate and preparing reports as required. • Liaise with relevant stakeholders to ensure information required by the Kaihautū (including reports and briefings) is received within required timeframes. • Organise meetings, conferences, accommodation, and travel arrangements for senior leadership team members and other members of ACW staff, as required. • Organise functions and handle the administrative aspects, including room bookings and catering arrangements in collaboration with the team. • Manage hospitality at meetings and events by providing refreshments and ensuring visitors are welcomed and well taken care of.
<p>KEY RESULT AREA 3: Communications</p>	<ul style="list-style-type: none"> • Develop a robust communications strategy to guide internal and external messaging. • Provide quality and well considered communications advice and support to the Kaihautū and in some instances organisational wide to support delivery of communications. • Craft internal and external communications for the Kaihautū. • Research, analysis, and evaluation on appropriateness and effectiveness of stakeholder communications. • Oversee the administration of the ACW website content, the ACW intranet 'Te Awa' and social media accounts ensuring alignment with organisational branding and messaging. • Provide mentoring and support on communication needs and activities to enhance delivery of organisation objectives to build confidence and skill in communications delivery. • Ensure key messages relating to any organisational issues/challenges are communicated in a timely manner using the appropriate communication channel/s. Advise the Kaihautū of any issues/challenges that are higher risk. • Prepare the Kaihautū's Rāmere update to staff.
<p>KEY RESULT AREA 4: Board Secretary</p>	<ul style="list-style-type: none"> • Organise and prepare agendas, coordinate board papers, draft minutes, and oversee actions and resolutions for all board and committee meetings. • Attend board meetings to ensure accurate recording and timely distribution of minutes and action items. • Maintain the board calendar, covering board meetings, committee meetings, workshops, and other pertinent activities. • Ensure all documentation is filed appropriately and that BoardPro is the single point of reference for all Board meeting documentation and that it is accurate and up to date. • Maintain the Board's skills register, Trustee rotation schedule, Trustee's bio's and police vets., • Coordinate the trustee induction process along with any trustee training requirements on behalf of the Kaihautū and Board Chair in conjunction with the GM People & Culture. • Support the Kaihautū and Board Chair to ensure trustees have up to date development plans, and Board performance appraisals. • Maintain the Governance Manual and ensure trustees are aware of their responsibilities, key governance documents, and relevant processes.

	<ul style="list-style-type: none"> • Arrange travel and accommodation for trustees and provide hospitality at meetings and events, as required.
KEY RESULT AREA 5: Document Management	<ul style="list-style-type: none"> • Oversee ACW's documentation management system, ensuring that documents are stored within the ACW Teams and Sharepoint structure in accordance with our internal organisational procedures and guidelines. • Keep an up-to-date register of all policy documents, ensuring that policy review dates are notified to policy owners in a timely manner and that the correct versions of policy documents are updated and placed on the intranet, Te Awa. • Ensure that policies and procedures that are no longer required are archived electronically and are accessible.
KEY RESULT AREA 6: Marketing collateral coordination	<ul style="list-style-type: none"> • Coordinate organisational requests for marketing collateral or other marketing requests. • Ensure the appropriate approval processes are followed and liaise with designers and printers to produce collateral. • Maintain and update register of the organisation's marketing collateral and lead the process to update or develop new collateral, liaising with graphic designers and printers. • Coordinate the development of the Annual Report, including management of contractors, where required, gathering of content, graphic design, proof reading, approval and printing. • Ensure all collateral is accurate, proofread and aligns with ACW's brand management policies. • Maintain ACW's Brand Guidelines to ensure are updated with any changes and communicated to relevant stakeholders
KEY RESULT AREA 7: Health and Safety	<ul style="list-style-type: none"> • Promote and demonstrate a safety-first culture. • Take reasonable responsibility for your own health and safety and ensure that your actions don't cause harm to yourself or others • Comply with ACW health and safety policies, procedures and guidelines and relevant legislation such the Health and Safety in Employment Act. • Participate actively in health & safety processes at the site. • Consistently identify prospective and current hazards and minimize/eliminate risk factors. • Report all incidents and accidents as soon as practicable (including near misses) • Understand and be aware of cultural considerations which may impact on health and safety matters.
KEY RESULT AREA 8: Organisational expectations	<ul style="list-style-type: none"> • Conduct all duties and behaviour in line with Anglican Care Waiapu Policies and Procedures. • Ensure that confidentiality is always maintained. • Demonstrate an understanding of, and commitment to, ACW's vision, mission, strategy, and organisational values. • Flexibility and willingness to perform a variety of tasks is demonstrated • Ensure work priorities, personal workload and stress levels are managed. • Attendance at meetings and training as required • Assist other team members within Anglican Care Waiapu to achieve organisational objectives wherever required. • Perform other duties that arise from time to time as required. • Ability to obtain and maintain a satisfactory criminal history clearance • Ability to travel to meetings outside of Napier from time to time • Ability to work in the evenings as required

- Clean driver's licence

ROLE REQUIREMENTS

QUALIFICATIONS / REGISTRATION

Essential

- N/A

Desirable

- A certificate or diploma in office administration or a degree in an area such as business and administration highly desirable.
- A degree level or similar qualification in one or more of the following:
Communications, Journalism, Marketing desirable

EXPERIENCE, SKILLS AND KNOWLEDGE

Experience

- Previous experience working to a Kaihautū or other senior management
- Proven experience in communications, both in writing and in person
- Board Secretarial experience
- Not for profit sector experience is desirable

Skills and Knowledge

- Understanding of te ao Māori and a commitment to Te Tiriti o Waitangi
- Understanding of faith-based organisations and a strong empathy with the Anglican Church
- A high degree of proficiency with Outlook and MS Office applications
- Strong organisational skills and experience working to time-sensitive deadlines
- Attention to detail
- Minute taking and agenda preparation experience
- Excellent communication and relationship management skills
- High degree of confidentiality and professionalism
- An ability to handle multiple projects and work well under pressure
- A high degree of integrity and personal responsibility, able to work with confidential issues
- A commitment to diversity and inclusion in the workplace
- An ability to cope with a dynamic and demanding work environment
- An ability to work independently with the confidence to make decisions
- Ability to anticipate issues and problems and think of creative solutions;
- Personal integrity and an honest and ethical approach
- An ability to understand the organisation's structure, policies and strategies, and make decisions based on that understanding
- An ability to work with ambiguity and with multiple stakeholders

Declaration: This position description may be required to be changed from time to time by management as the requirements of the organisation changes. The employee agrees that the contents of their position description may be amended, added to, or varied from time to time by the employer, after consultation with the employee.

Date Effective

Employee name and signature

Date

Signed on behalf of Employer Manager Name and signature		Date	
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