

Life Education Trust Heartland Otago/Southland

Job Description for the position of...

ADMINISTRATION OFFICER

Purpose of the Position:

The Administration Officer plays a key role in the effective operation of the Trust, enabling the Trustees' limited volunteer time, to be as effective as possible. The Administration Officer will undertake grant & donation requests to ensure annual budget targets are met.

The Administration Officer will assist with running successful Fundraising events that promote the Life Education brand. The Administration Officer will support the maintenance of all financial records/accounts.

Responsible to: The Chairperson of the Trust or delegate

Hours of Work: 40 hours per month at an average of 10 hours per week.

N.B. Administration Officer hours are flexible, based on the needs of events/meetings, but recognise most work can be undertaken during normal office hours. An average week could see:

7-8 hours between 9am and 5pm

2-3 hours in the weekend or after 5pm

Person Specification:

Knowledge

- Competency with computer programmes, including Xero accounts programme.
- Ability to maintain accurate financial records.
- Ability to use effective language and literacy skills.

Qualities

- A professional approach.
- Good written and oral communications skills.
- Tolerance and warmth in people relationships.
- Ability to work independently or as part of a team.
- Good sense of humour.
- Self-motivated.
- Able to maintain confidentiality

Skills

- Ability to manage time and resources and to meet deadlines.
- Ability to work in accordance with the principles and values of the Life Education Trust.
- Ability to relate well to a wide range of people.

Key Tasks:

Administration tasks:

- Liaise with the Chairperson, Trustees and Educator as required to ensure communication lines are open. Keep all up to date regularly.
- To process Trust correspondence; Postal and email
- To prepare a monthly administration report for each Trust meeting.
- To put together and send out monthly meeting agenda (liaise with chairperson), financial reports (liaise with treasurer) and trustee reports prior to meetings.
- To undertake minute secretary tasks at each meeting and circulate minutes to educator/trustees as soon as possible post meeting.
- Maintain an effective filing system and to archive material as required.
- Undertake any other administration tasks as may be required for the effective operation of the Trust

Financial records:

- Process monthly accounts through Xero, including invoicing.
- Present all required financial documentation to the Trust Treasurer prior to monthly meetings.

Fundraising applications:

- Maintain grant application plan and update prior to monthly meetings.
- Undertake all grant applications/requests and prepare according to annual plan.
- Identify and report to Trustees opportunities for new sources of funding and undertake approaches as directed by the chairperson or delegated trustees.
- Prepare and send all grant accountability reports on time.

Public relations:

- Maintain good relationships and communicate with sponsors, funders, supporters and schools on a regular basis. This might include Newsletters, thank you acknowledgements, website and media.
- Identify and report to Trustees new businesses for prospective sponsorship.
- Meet other local non-profit organisations where practicable.
- Support the Trustee responsible for maintaining/updating advertising on the classroom exterior.
- Support the Trust with profiling and raising funds, that may include assisting at functions.