

Life Education Trust Mid & South Canterbury

Job Description for the position of...

ADMINISTRATOR

This position is for 14 hours a week.

Responsible to:

- The Chairperson of the Trust

Person Specification:

Knowledge

- Competency with computer programmes.
- 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.
- Confidentiality

Skills

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

Key Tasks:

Management of the office:

- Liaison with educator and trustees, informally and formally, to ensure communication lines are open.
- Attending to all outgoing and incoming calls, faxes, emails and letters, thank yous.
- Harold Club invoicing, invitations and RSVP's.

Management of the financial records:

- Monthly accounts processed through Xero.
- Present all required financial documentation to the trust treasurer prior to monthly meetings.

Fundraising applications:

- Applications to various organisations annually.
- Research to update information of sources available.

- Preparation of information for applications
- Accountability reports.
- Applications to businesses, hotels, clubs etc to build up Harold Club Membership - in funds or goods or services.
- Includes direct approaches in person or by telephone.
- Supporting the trust with any delegated tasks for events designed to profile and raise funds for the trust.

Public relations:

- Presenting a professional image to the public at all times.
- Staying in touch with sponsors and supporters on a regular basis.
- Maintaining good relationships quarterly newsletters and brochures.
- Being aware of new businesses for prospective sponsorship.
- Meeting other non-profit organisations.

Liaison with Chairperson, Trustees and Educators. Attendance at monthly trust meetings.

Meeting documentation:

- Send out agenda and financials prior to meetings.
- Minutes secretary.
- Monthly administration report for meeting.