



Position Description

Role: Office Administrator

Life Education's Vision

All tamariki, rangatahi and their communities have the life education they deserve.

Purpose of role

Life Education Trust has been supporting the health and wellbeing of young people for 38 years. We are seeking a part-time Office Administrator to support our national body (Life Education Trust NZ) and 32 regional Trusts.

The Office Administrator is a highly-valued member of the organisation:

- handling administrative processes and tasks to help the National Office run smoothly
- serving as the first point of contact for our volunteer trustees seeking information, resources and other support
- maintaining accurate records
- assisting with basic Accounts tasks.

Key work streams

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:

- Monitoring and actioning enquiries in a timely manner via email and phone.
- Maintaining accurate contact records for trustees and supporters.
- Supporting trustees to access the organisation's intranet and helping to maintain content.
- Managing registrations for our online Professional Development programmes.
- Supporting the Accounts team with receipting donors, invoicing and credit card reconciliations.
- Managing merchandise, uniform and workbook orders from our regional Trusts and educators, liaising with printer and distributors as required.
- Efficiently manage resource stock levels held as inventory by LET NZ.
- Ensuring central data collection is well managed and available as information to support LET NZ and Trusts.

General administration

- Co-ordination of office supplies and services such as stationery and utilities.
- Supporting the team with planning and co-ordination for events, seminars and conferences.
- General office cleaning duties, including dishwashing and vacuuming.

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. 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.



Operational Responsibilities

Like all staff, the Office Administrator will be required to build awareness of Life Education's policies and procedures, including financial policies and delegations, and comply with them.

Management reporting

The Office Administrator will provide input into annual planning, long term strategic planning and quarterly reporting, including using activity data to develop solutions.

Nature of position

This is a permanent, part-time role (20 hours per week), based in the Wellington central office. We offer flexibility in when and where these hours are performed, though require a minimum of 3 hours spent on Mondays, Tuesdays and Thursdays in the office.

Direct Reports

None

Key Relationships

Other LET NZ staff

40+ Educators

Trust Chairs, Administrators and Executive Officers

Volunteer Trustees (approximately 300)

Suppliers

Personal Attributes

- Highly organised with good planning and coordination skills.
- High level of proficiency in MS Office.
- Experience with Sharepoint, Salesforce or other database management tools an advantage.
- Friendly with excellent verbal and written communication skills.
- Able to work with minimal supervision but understand when to seek help or guidance.
- Attention to detail.
- Flexible and willing to muck in.

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.