



Inspiring Stories
Level 2, 50 The Terrace, Wellington
www.inspiringstories.org.nz

ROLE DESCRIPTION

Operations Coordinator – Fixed Term Employment Covering Parental Leave

POSITION SUMMARY

Are you passionate about better outcomes for young New Zealanders, and the future of our nation?
Are you an admin ninja with great attention to detail, and a proven ability to get things done?

We're looking for an Operations Coordinator to join our awesome Wellington-based team, helping out with day-to-day accounts and compliance and logistics support across our programmes. Day-to-day accounts admin will include support across invoicing and payments, reconciliation, audit, GST returns and compliance. You need to be tech-savvy, and ideally confident using Xero.

The role will involve coordinating logistics across our programmes, including our Future Leaders programme, which runs in multiple rural and provincial communities across the country. All bookings need to be made within the parameters of budgets. This is a six month maternity cover position.

OVERVIEW OF TERMS

Reports to:	CEO	FTE:	1.0 FTE (40 hours per week)
Location:	Wellington	Contract Type:	Fixed Term Contract
Start Date:	Mon 30th Nov 2020	End Date:	Fri 28th May 2021

OUR VALUES

- Dreaming big - always thinking bigger, better, smarter, and challenging the status quo
- Leading by example - positive role modelling to influence attitudes and behaviour
- Always learning - research informed, evidence-based, inquisitive
- Impact driven - evaluating impact and striving to be more effective in everything we do
- Building strong partnerships and relationships - he tangata, he tangata, he tangata
- Creativity & innovation - fresh thinking, new perspectives and approaches
- Diversity - there is richness in the diversity of people, skills and experiences
- Kaitiakitanga - stewardship, guardianship for future generations
- Anyone can make a difference

OUR DIVERSITY AND INCLUSION STATEMENT

Inspiring Stories works to create a culture and working environment that is inclusive, and celebrates and champions the wealth of connection and wisdom that thrives when differing worldviews come together. As a change agent and enabler Inspiring Stories works with diverse groups of people who come together to challenge and change society, frequently address systemic challenges such as sexism and racism, and societal attitudes towards mental health and wellbeing, sustainability and representation.

KEY POSITION RESPONSIBILITIES

PERFORMANCE OBJECTIVES	KPI's - WHAT DOES SUCCESS LOOK LIKE?
<p>Accounts and Office Administration</p> <ul style="list-style-type: none"> ● Lead the day-to-day accounts administration, invoicing, payroll, audit, GST returns and compliance. ● Collect and process any mail delivered to Inspiring Stories, and field any general enquiry emails. 	<ul style="list-style-type: none"> ● Invoicing and payments are accurate and processed in a timely manner. ● Mail and email correspondence is processed in a timely manner, and any associated communication is done so in a customer -service oriented and professional manner.
<p>Coordination Support for our 'Future Leaders' Programme (and other programmes as required)</p> <ul style="list-style-type: none"> ● Organise travel and accommodation bookings and communications for group travel as required. This will include travel needs for Coach Training and the first National Hui. This may also include assistance with other staff travel and programme support. ● Support the Programme Manager with other administration needs. 	<ul style="list-style-type: none"> ● Logistical bookings are completed in a timely and professional manner and expenses are within approved budgetary limits. ● The Future Leaders Programme Manager feels supported with admin tasks.
<p>Governance support</p> <ul style="list-style-type: none"> ● Coordinate bookings for Board meetings and Board sub-committee meetings, including any physical room bookings or ZOOM links, and associated calendar invites. ● Take a written record of minutes from each Board meeting, and distribute these to the Board after each meeting. 	<ul style="list-style-type: none"> ● Board travel is booked where necessary according to the Board Travel Policy. ● Accurate minutes are taken at monthly Board meetings and documents are reviewed and signed by the Chair in a timely manner.

HOW YOU'LL SPEND YOUR TIME

The majority of our collective energy at Inspiring Stories is invested into the design and delivery of programmes that support young New Zealanders to build their capability, confidence, and their ideas to make a difference.

As the Operations Coordinator you'll work closely with the team who will support you to become confident in the role. You'll have some accounts admin responsibilities every week as well as programme coordination responsibilities. On a monthly basis you will also support Board Meeting requirements.

PERSON SPECIFICATION

ESSENTIAL	PREFERRED
Experience <ul style="list-style-type: none">● Administration experience● Day to day accounts experience● Work experience in a small team	<ul style="list-style-type: none">● Accounts administration experience for a small business or charitable organisations.● Experience using Xero or MYOB.● Financial management and reporting● Events, project and/or programme management experience.
Technical Skills <ul style="list-style-type: none">● Proficient at multitasking, prioritising, and managing multiple projects concurrently.● Excellent time management skills.● Strong customer service orientation.● Good verbal and written communication skills.	<ul style="list-style-type: none">● Confident using Xero.● Google Drive● Confident using booking sites e.g. Air NZ, Jetstar and accommodation providers
Personal attributes and skills <ul style="list-style-type: none">● Strong interpersonal and teamwork skills.● Collaborative approach to working.● Articulate with good negotiation skills.● Creative, flexible, and results oriented.● High level of initiative● A 'can-do' attitude	

DEADLINE AND HOW TO APPLY

Applications close at 5pm on Friday 30th October 2020. To apply, please send us a copy of your CV as well as a Cover Letter telling us why you think you're the right person for the role. Please email your application through to applications@inspiringstories.org.nz