

## Position Description for the NZ Navigators National Administrator

The overall purpose of this role is to support the vision and people of the NZ Navigators through excellent administrative services, national communications, and event management.

This is a full-time position, with the possibility of being shared between 2 people.

Remuneration range \$50,000 to \$60,000 pa depending on experience.

Accountable to the National Director (ND).

Collaborating with the Navigators Board, National Leaders, and Navigators Staff and Leaders.

### PERSON SPECIFICATION - QUALITIES REQUIRED

1. Previous or current involvement with The Navigators in order to understand the vision and culture of The Navigators.
2. Proactive work ethic and self-discipline. The ability to work independently.
3. Honest, trustworthy and able to maintain appropriate privacy in relation to personal and financial information.
4. Care and accuracy in all aspects of work, particularly with financial information.
5. Interested in learning new things and willing to challenge the way we do things, while respecting the past.
6. Well organized and motivated to complete tasks on time.
7. Collaborative people skills. Communicates clearly and with a friendly manner.
8. Excellent written communication skills.
9. Accounting experience.
10. Competent computer skills, particularly Microsoft Office Word, Excel, and Outlook. Familiarity with small-business computerised accounting and payroll processes.

### PERSON SPECIFICATION - QUALITIES PREFERRED

1. Familiar with, or willing to learn, use of Xero, Salesforce, and MailChimp.
2. Experience writing policies.

AREA	KEY TASKS
Financial management	Process donations, expense claims and staff income distributions. Process necessary financial transactions and payments including GST, PAYE, Kiwisaver, investments and international transfers Prepare reports including monthly and annual financial reports, annual audit. Prepare and send annual tax receipts to donors. Prepare annual return for the Charities Commission and other returns or reports as needed.
Administrative support	Provide administrative support to the ND, Navigators' staff and board, as required. Provide logistical support for Navigators' Board and National Leadership Team (NLT) meetings.
HR system and processes	Work with the ND to develop, implement, review, and maintain HR administrative systems and processes.

	Maintain HR records including employment agreements, contracts, salary and pay rates, leave and other HR information
Communicating with stakeholders	Provide timely, accurate and friendly communication with stakeholders including Navigators' staff, donors, board members, Navigators' constituency and external organisations.
National and Regional Events	Assist the ND and staff with organisation and logistical support for national and regional gatherings.
Policies, compliance, and documentation	Work with the ND and Board to; <ul style="list-style-type: none"> <li>• Update and write new polices,</li> <li>• Ensure compliance with relevant legislation such as the Health &amp; Safety at Work Act and the Privacy Act,</li> <li>• Document administrative procedures.</li> </ul>
Database Development and Management	Work with staff and leaders to maintain and expand the Navigators relational databases and develop the functionality of our databases.
National Communications	Assist the ND with national communications. Coordinate the production and distribution of our national quarterly newsletter. Work with our National Communications Coordinator to implement the Navigators Communications Strategy, involving print and electronic media.
National funding	Work with the ND, Staff, and Board to apply and communicate with trusts, organisations and individuals regarding national funding needs.
Innovation and business improvement	Identify opportunities to improve NZ Navigators' administrative services and event management. Work with National leaders and the Board to implement improvements.