

## **Role Description - Communication and Administration Support**

**Location:** Wairarapa

**Employment type:** Independent Contractor

**Term:** fixed for 6 months

**Work hours:** approximately 15 hours, flexible hours with some expectation of work outside of normal office hours (e.g. weeknights and weekends)

**Hourly rate:** \$40-\$50 plus GST negotiated based on experience

**Responsible to:** General Manager Operations WaiP2K

### **About us:**

The Wairarapa Pūkaha to Kawakawa Alliance (WaiP2K) is a community-led network. It brings many different groups together to increase the health of Wairarapa ecosystems, biodiversity, water and the resilience of its communities and to respond to climate change. WaiP2K has a small team of contractors that supports building the network with the Wairarapa community.

Our vision of thriving bio-diversity and connected communities where land, water and people flourish will guide your work.

### **Main functions of the role:**

- Play a key role in organising content for the WaiP2K website, newsletter and other communication channels such as social media.
- Assist in the general administration of WaiP2K, including arranging key meetings and activities.

You will be working as part of a team, and you will need the ability to work with minimal supervision and manage your own time.

### **Role description**

#### **Communication**

- Organise content for the WaiP2K newsletter for members, including collating articles and writing content.
- Help to maintain the WaiP2K website and social media channels, including managing changes to members' information, updating web pages and arranging and sending social media content.

#### **Office support**

- Provide general administration support to WaiP2K General Manager Operations, including record keeping, and management of contact database.

- Provide support for arranging meetings of the Trust, public meetings, hui and other events, including organisation of the dates, venues, catering.
- Assistance with preparation and circulation of meeting agendas and supporting papers, preparation and circulation of minutes of meetings and management of other follow ups
- Events administration, including managing registrations

### **General duties**

- Work as part of a small but professional team of contractors
- Act on behalf of WaiP2K in accordance with its policies and procedures
- Undertake any other reasonable duties as may be required.

### **Expertise/competence/skills**

- Excellent customer service skills (face-to face, by email and on the phone)
- Excellent organisational and time management skills
- Ability to maintain excellent records, including using technology and databases
- Ability to work across a range of work tasks, managing multiple tasks to deadlines and prioritising your own workload
- Good working knowledge and experience with MS Office packages and Google Workspace. Experience with Monday.com will be beneficial
- Excellent attention to detail and numeric skills
- Evidence of well-developed written skills
- Ability to implement and follow administrative procedures in a thorough and rigorous manner
- Good interpersonal skills, including tact and diplomacy
- Enquiry handling and ability to explain basic procedures

### **Specific qualities**

- Passion – enthusiasm and commitment to achieve the large landscape / community aspirations of the Alliance's vision
- Working with Iwi – confidence and empathy in working with mana whenua and have respect for te ao Māori me ngā tikanga
- Commitment to teamwork and supporting others to action organisation objectives and continually develop skills in response to changing work demands
- Proactive and self-motivated individual with excellent organisational and administrative skills
- Ability to work with minimal supervision and manage your own time

Please get in touch to express your interest in this role by sending us your CV and a short covering letter explaining your interest for the role: [kiaora@waip2k.org.nz](mailto:kiaora@waip2k.org.nz)