



JOB DESCRIPTION

POSITION: Administration Coordinator Temp (Fixed Term Until 17th January 2025)

REPORTS TO: Chief Executive and Service Manager

HOUR OF WORK: 25 hours per week

Overview

Health Action Trust is a community charitable trust providing health promotion and intentional peer support mental health and addiction support services across Te Taihū.

Health Action Trust aims to deliver quality health services across Te Taihū in accordance with its Mission Statement, Values and Goals.

The purpose of the Administration Coordinator's role is to support this work by providing operational, administrative and some financial services for the Chief Executive, The Board, and Health Action Trust staff.

Te Tiriti O Waitangi

Health Action Trust acknowledges and demonstrates commitment to Te Tiriti o Waitangi as the founding document of Aotearoa New Zealand and the status of Māori as tāngata whenua. Te Tiriti is the foundation for the development of biculturalism and Māori health throughout our organisation.

Health and Safety

Health Action Trust is committed to achieving the highest level of health and safety for its employees. All employees are expected to take the initiative and identify report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Health Action Trust, the health and safety of yourself, all employees, colleagues and visitors are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is required that you report all accidents, incidents or potential hazards to your direct line supervisor.

Key Functional Relationships

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| Internal | <ul style="list-style-type: none">- Chief Executive, Health Action Trust- Peer Support Service Manager- HR Coordinator- Team Leaders and Coordinators- Community Mental Health Promoters- Other Health Action staff |
| External | <ul style="list-style-type: none">- Te Whatu Ora, Nelson Marlborough- Providers of goods and services to Health Action Trust |

Principal Accountabilities

Key Accountability	Key Activities
<p>Operational Management</p> <p>The Health Action Trust office functions smoothly and efficiently with sound record keeping and supply systems in place.</p> <p>Events/meetings are well organized.</p> <p>Effective working relationships are established and maintained with companies that provide goods and services to Health Action Trust.</p>	<ul style="list-style-type: none"> • Coordinate with the IT supplier as required. • Coordinate maintenance and repair jobs by external tradespersons, IT workers, etc. • Organise the disposal of rubbish and recycling as appropriate. • Maintain bookings system for meetings, rooms, and vehicle sharing. • Support organisation and promotion of events/hui including AGM. • Work alongside the leadership team with the production of quarterly reports and annual reports (AGM). • Monitor and purchase supplies, furniture, and equipment for Health Action Trust as required. • Ensure that accommodation, working facilities, and equipment are organized and maintained. • Build effective working relationships with Health Action suppliers to ensure that a prompt, good-value service is maintained. • Maintain Peer Support Portal SharePoint • Maintaining the overall Health Action Trust SharePoint. • Maintain, oversee, and update the Health Action Trust website as appropriate
<p>Financial Management</p>	<ul style="list-style-type: none"> • Oversee the organisation’s accounting system (i.e. Weekly reconciliation) • Processing of invoices, bills payables, and staff reimbursement. • Process fortnightly wages and any unscheduled wages payments, and oversee the payroll operations in liaison with the HR Coordinator
<p>Administration Management</p> <p>To oversee and manage daily administrative operations and lead a team of professionals to complete a range of administrative duties.</p>	<ul style="list-style-type: none"> • Provide backup for Human Resource operations and administration if required. • Ensure the smooth and adequate flow of information within the organisation to facilitate Trust’s operations. • Complete annual reporting requirements for Charities Register. • Complete Stats NZ Quarterly Employment Survey when Health Action Trust is selected. • Liaise with insurer and review annual liability and business asset insurance with Chief Executive.
<p>Health and Safety</p> <p>Health Action Trust complies with current Health and Safety legislative requirements and ensures ongoing quality improvement in this area</p>	<ul style="list-style-type: none"> • Undertake the role of H&S Committee member. • Ensure all H&S documentation is completed accurately and in a timely fashion.
<p>Professional Development</p> <p>Regularly participates in appropriate professional development. The learning gained from professional development is reflected in practice.</p>	<ul style="list-style-type: none"> • Actively participate in professional development, training and supervision as agreed with the Chief Executive.

Person Specification

EXPERIENCE

- Competent financial administrator who is experienced in using Xero accounting and payroll software or similar.
- Strong general administration skills.
- Competent in overall organisational management (venue/meeting/record keeping/etc.)
- Reception and telephone skills.
- Fast and accurate IT skills.
- Excellent relationship management skills.

PERSONAL SKILLS AND QUALITIES:

- Clear and confident communicator (written and oral).
- Highly self-motivated.
- Reliable and able to work independently & meet deadlines.
- Strong interpersonal skills with the ability to relate well to people from a wide range of socio-economic, age, and cultural backgrounds.
- Familiarity with the application of Te Tiriti o Waitangi.
- Team player.

KNOWLEDGE:

- Some knowledge of events management.
- Sound working knowledge of Xero (or similar), Microsoft Office 365 package, and website maintenance.
- Familiarity with policies and procedures
- Full current driver's licence.

ADDITIONAL DESIRABLE FACTORS:

- Connection to local community networks
- Understanding of the concept of peer support and how it applies in a mental health setting.
- Current First Aid Certificate
- Understanding of equity issues in Aotearoa New Zealand especially in relation to Māori, Pacific Island People and Youth.