



Fundraising & Communication

Administrative Support

About Us

The National Collective of Independent Women's Refuges (Women's Refuge NZ) is New Zealand's only national provider working to protect women and children from domestic violence. As a 'For Purpose' organisation, we provide immediate impact and drive long term transformative change by providing frontline support, raising awareness and educating for violence prevention, and collaborating with key partners. Our vision is for all women and children in New Zealand/Aotearoa to live free from family and domestic violence.

Our national office is a large and vibrant space with a diverse range of staff located in Te Aro Wellington.

About the Role

Opportunity location: Wellington.

Type of Role: Ongoing, full-time position: 37.5 Hours a week

While the focus for this role is administrative support, it sits within the Fundraising and Communications units. As such, you will be exposed to a variety of interesting activities within the team which cover fundraising, communications and social media providing interesting scope to the role.

Our busy and lively Fundraising and Communications unit is looking for an administrator extraordinaire to provide support to members of the team. A key function in delivering administrative support will be to manage all travel arrangements both domestic and international for the team. Processing claims in Xero and carrying out various administrative tasks will shape the daily activity landscape. From time to time Fundraising activities include both attending and organising events and often require an extra pair of hands when it comes to carrying out behind the scenes activities for small functions. These events don't happen often but sometimes it may fall outside of normal office hours so some flexibility with time will be called for.

In this busy environment, good organisational skills and a structured approach to managing a variety of competing daily tasks are important. Excellent time management skills and an eye for detail are essential. As within most office environments we are generally process driven and it follows that we need someone who applies sound administration practice to ensure good outcomes are achieved. The team members enjoy harmonious camaraderie and would value having someone who can enjoy a good laugh and still get the job done to come on board and support them.

Ideally you will have a qualification that would support you in carrying out the administrative requirements of this busy role. Combined with a friendly and supportive team your 'can do' approach you can take your skills to the next level. Ability to engage and work well with others will be a definite requirement as the right fit for this team is important to us.

Role responsibilities

- Carry out general administrative support functions within the unit
- Manage travel arrangements, bookings and expense claims
- Access Xero accounting: processing purchase orders and ensures all supporting documents, receipts and booking confirmations are attached in line with audit requirements
- Seeks support and advice in tasked activities where necessary
- Follows general office and policy guidelines in support of good operational practice
- Applies sound time management and manages assigned tasks efficiently

Key Attributes:

- Accuracy and efficiency
- Strong organisational skills
- Excellent written ability and good communication skills
- Team Player
- Good time keeping
- Structured
- Attention to detail
- Resilient and overcomes setbacks

The successful applicant will be required to undergo reference checks and security clearance.

To apply for this position please send us a cover letter and an application form with your CV.

Application forms and a position description are available on our website or contact Cheryl Gibbs directly at NCIWR national office: cheryl@refuge.org.nz;

Visit our website for further information about NCIWR at www.womensrefuge.org.nz

Applications for this position close at 12 noon on 12 May 2021.