Position Advertised
Data and Development Support

About us

NCIWR (Women's Refuge NZ) is New Zealand's largest provider of services to women and children impacted by family and domestic violence. We work to drive long term transformative change by providing quality frontline services, raising community awareness and advocating for social change. We do this by working collaboratively with a range of government and non-government partners.

The Data and Development Support role provides operational assistance for programmes that support the work of Women's Refuge, both here in our Wellington Office and to our member refuges. The role sits within our Research and Development Hub, a business unit of the NCIWR National Office.

This is a full-time position based in Wellington.

This position is re-advertised and previous applicants need not re-apply.

We are looking for an experienced, high performing individual to join our team at National Office. We need someone who's resilient, collaborative, self-managing and can build and maintain solid relationships across the organisational spectrum.

If you're confident you have the skills outlined below, have a methodical and careful approach to your work and believe in always striving to achieve top outcomes, this may well be the role for you. This is a busy and interesting role, especially for someone who thrives in a process and system driven environment.

Sample key functions:
- Manage information technology support to others
- Support implementation of new business solutions
- Support quality assurance processes
- Provide administrative support

Attributes:
- Positive, supportive, resilient and with a 'can do' attitude
- High EQ – maintain professional boundaries
- Relates easily and communicates well across diverse settings
- Is solution focussed
- Is fluent in English with excellent writing and communication skills (essential)
- Has a commitment to and understanding of Te Tiriti o Waitangi

Experience we are looking for:
- Providing basic IT Support
- Service desk support
- Data and information management would be an advantage
- Proficiency across Microsoft office suite especially Excel
- Customer service

The successful applicant will be required to undergo reference checks and Police vetting.

If you can say *'Yes'* to all or most of the above, we'd love to hear from you. Please read through the full Data & Development Support job description on our website or request one directly from cheryl@refuge.org.nz

To apply: Please complete an application form, available on our website, and submit to us along with your cover letter and CV. *OR*

Contact: Cheryl to request a job description and an application form to be sent to you: cheryl@refuge.org.nz or visit our website at https://womensrefuge.org.nz/about-us/work-for-us

Only applications from NZ citizens or permanent residents will be accepted for consideration. Applications for this role close at 12 noon on 23 July 2021.