

Wairarapa Catchment Collective

Administration & Communication Coordinator Position Description

Position Title	Administration & Communication Coordinator (Contractor)
Reporting to	Project Lead
Hours	30 hours per week
Rate	\$40- \$60 per hour (1320 hours per annum - 0.75FTE)

1. The purpose of the role

The purpose of the role is to provide administration support to the Wairarapa Catchment Collective project team, partners, and catchment community groups, and to manage the Collective's social media, newsletter, and other external communications. The role also plays a key part in maintaining relationships between the Collective and our catchment groups.

2. Principal Accountabilities

The following are the key principal accountabilities for the role. These accountabilities may change to reflect changes in the organisation's goals and strategic focus.

1. Administration Support

- Arrange committee meetings, including circulation of agendas and relevant supporting documentation, location of meeting, and recording of meeting minutes, and action followup.
- Note taking at Team and Partner meetings, and other meetings as required
- Ensuring Monday.com is kept up to date
- Processing of inward and outward payments ready for authorisation
- Reconciliation of funds held on behalf of catchment groups
- Management of inward and outward communications
- Data entry as required eg Trap NZ

2. Event Support

- Take responsibility for organising Wairarapa Catchment Collective events such as Coordinators' hui, wānanga, AGM, including venue, catering, speakers, resources, advertising
- Supporting groups with event organisation as required

3. Marketing & Communications

- Monthly newsletter (curation, light writing, editing, distribution)
- Social media (primarily Facebook, 1-2 posts per week)
- Website updates (occasional updates, basic content uploads)
- Conservation kōrero (4 per year) - research, writing, interviews
- Event promotion - flyers, facebook, email invites
- Annual presentations - annual report, presentations, infographics, posters using Canva
- Printing coordination

4. Catchment Group Support

- Monthly phone check in with each group coordinator and updating Monday.com
- Note taking at action planning sessions and ensure notes are added to google drive
- Providing administration support for groups - organising meetings, venues, minute taking, community events
- Supporting groups with communications, such as poster/flyer design, newsletters, and updating website profiles
- Assisting groups with onboarding to google drive file management
- Support groups with their health and safety documentation and advice

4. Health & Safety

- Maintain high level of awareness of the need for safe housekeeping and work practices
Demonstrate commitment to Health and Safety Policies and procedures
- Maintain the highest standards of Health and Safety practices and under no circumstances compromise your own safety or the safety of others in the workplace

Key Relationships

Internal	External
• Wairarapa Catchment Collective Chair and Management Committee • Wairarapa Catchment Collective Project Lead • Catchment group leaders, coordinators, and project leads • Colleagues and volunteers	• Partnership organisations (GWRC, MTSW, MPI On Farm Support) • Farming & Growing Communities • Landowners • Wairarapa mana whenua • Funding agencies including sponsors and grant providers • Various government agencies

Knowledge, Experience and Personal Attributes

- A confident communicator who is able to build relationships with a diverse range of people
- Experience with creditor and debtor transactions, bank reconciliations, and accounting software
- A high level of computer literacy
- Experience using Communication and design tools including website content management system, Canva, and email newsletter platforms
- Able to demonstrate analytical and problem-solving skills
- Able to work under pressure and make the necessary decisions to achieve project objectives
- Empathy, respect and understanding of the rural sector and a passion for the environment
- Preferably experience in working with community groups or similar
- Must have own transport, and supply laptop and phone