**The Colville Project**

 **Job Description**

**Position:**  The Colville Project Board Support

**Type:**  Part-time (20 hours per month)

 Fixed term end date 31/3/2024. (FT due to uncertain funding)

**Role Purpose:** To support the Colville Project Trust Board with administration, liaison, strategic planning and evaluation and events.

**Background:** The Colville Project is a social change and community development project governed and managed by The Colville Project Charitable Trust (TCPT). TCPT was registered with the Charities Commission in 2018. Our beneficiaries are the communities of the Northern Coromandel Peninsula from Papa Aroha on the west coast, north to Moehau and southeast to Tuateawa.

Our vision: The Northern Coromandel Peninsula is a thriving place to live, work and play across our lifespan.

Our mission: Ensure the ongoing wellbeing of the Northern Coromandel Peninsula community to support a strong circular economy.

**Reporting to:**  The Colville Project Trust Board (*the Board*)

**Key relationships:** The Colville Project Trustees, contractors, staff and volunteers

Community members

Representatives of relevant stakeholder groups, government agencies and other organisations as appropriate

**Specific duties - Service Specifications**

**1.TCP Administration Support for the Board:**

* Prepare and share Board working party meeting agendas based on Board priorities; and record Board decisions and forward to Board Co-Chairs.
* Organise meeting venues, and create calendar invites, as required
* Provide TCP sub-committees with administration support, as required, including any required follow-up action and reporting on outcomes
* Effectively manage the TCP G-Drive and file documents for the Board as required
* Alert Board to pending subscriptions, agreement/contract renewals and the like, and carry out actions as requested (e.g. Liability insurance)
* Support the Board with HR and contracting processes as requested
* Monitor the TCP email and forward communications to the Board Chairs
* Forward invoices and other financial documents to the Financial Lead
* Maintain health and safety records for the Board and report to the Board
* Highlight any potential, real or perceived risks that arise

**2. Liaison support for the Board**

* Follow up on Board requests in relation to partnership development, stakeholder liaison and in other areas as required
* Organisation and management of Community Working Groups, as requested
* Create and maintain a list of different stakeholder groups (e.g. current TCP property neighbours, potential TCP facility users/tenants etc) and liaise with the TCP Communications and Funding Person and the Board to ensure appropriate communication/updates occur
* Liaise with experts who are working with the Board
* To act as an advocate for The Colville Project

**3. Events**:

* Organise and set up consultation, information and other hui/opportunities as requested, and assist with the planning and the actual event

**4.Strategic support**:

* Support Board with the development, delivery and evaluation of its Delivery Plan and its associated budget, as required
* Assist the Board and Communication and Funding Contractor with funding applications and/or accountability reporting, as required
* Carry out other tasks as requested.
* Formal reporting to the Board at Board meetings

**5. Self-Management**

* Meet regularly with designated Board member
* Participate in and complete any agreed professional development / training / support