

The Colville Project Board Support Contract Position

The Colville Project Context:

The Colville Project (TCP) is a not-for-profit charitable trust incorporated in New Zealand whose beneficiaries are the communities of the Northern Coromandel, from Papa Aroha in the southwest, north to Moehau and southeast to Tuatēawa, inclusive.

Board Support Contract Position Details

Purpose: To provide administrative and planning support to the TCP Board and their team.

Responsible to: TCP Board Liaison Person

Hours: 15 hours per month (with a total of 180 hours per year), including time on Tuesdays but with the need for flexibility including working other days prior to each board meeting.

Board Support Role Description

Position Overview

This is a dynamic support role that requires flexibility and great time management. The Board Support provides administrative and planning support to the TCP Board as a whole, and in particular to the Board Co-Chairs. As TCP is a small charity organisation, occasionally we all pitch in to help each other out, so a flexible, can-do approach is necessary. Position responsibilities cover a varied scope over time and may cover any of the following depending on need:

Board Support Position Responsibilities

1. TCP Administration Support for the Board: Support TCP Board and sub-committees as required (e.g. collating information, follow-up tasks, getting quotes, research, HR and contracting processes). Examples include:

- Support with developing the Board agenda
- Organise meeting venues, and create and manage calendar invites, team reminders and the like
- Organise and maintain effective filing systems in the TCP G-Drive
- Draft documents, agreements etc
- Monitor the general TCP email and forward communications to the Board Chairs/relevant person
- Monitoring health & safety
- Highlight any potential, real or perceived risks arising
- Administer TCP's google workspace as per TCP protocols, and take steps to ensure its integrity and security
- Get quotes

2. Liaison support for the Board Support TCP Board with liaison as required. Examples include:

- Follow up on Board liaison requests
- Support with Advisory Groups
- Act as an advocate for The Colville Project

3. Strategic support: Support TCP Board with strategic tasks. Examples include:

- Formal reporting to the Board

- Support Board with the development, delivery, monitoring and evaluation of its Delivery Plan and Risk Management Plan
- Support Board and team in developing procedures
- Manage TCP social media accounts
- Oversee TCP WhatsApp Community
- Coordinate TCP's regular reporting through local newsletters

4. Events: Support TCP Board with events . Examples include:

- Organise and set up events

5. Self-Management: Uphold TCP policies, procedures and code of conduct.

Essential Role Requirements

- Previous administration experience
- New Zealand resident
- Understands significance of and obligations under Te Tiriti o Waitangi
- Ability to work remotely and self-manage effectively
- Ability to set and meet deadlines and prioritise tasks
- Able to administer and work in multiple technical platforms including Google Workspace (Gmail, Drive, Calendar, Meet)