

January 2012

Big Brothers Big Sisters of Christchurch Administrator Position Information

1. Background

There are literally thousands of children in Christchurch who, for one reason or another, find it difficult to cope with what life throws at them. Often lacking in self-esteem and self-confidence, these young people are longing for someone to take an interest in them, listen to what they have to say and to help them come to terms with life's challenges.

Why mentoring

Big Brothers Big Sisters is committed to the healthy development of young people. We recognize the challenges faced by young people in their growth from children into adults. One of the best things our society can offer its young people is a stable and caring relationship with an adult: one who listens, who is committed, who has a sense of humour, and is able to have fun. This isn't just a nice ideal, it has well researched and documented outcomes including improved well-being, self esteem, academic achievement and attendance along with reduced risk of drug and alcohol abuse. The New Zealand Government has developed the Youth Development Strategy Aotearoa which when summed says that well connected young people will be the most likely to traverse the difficult teenage years and become a well adjusted adult. A further Ministry of Youth Affairs research review Young Males (2004) states that mentoring is one of three effective strategies to build connections for young males

Objectives

The objective of Big Brothers Big Sisters of Christchurch is to build resilience in young people who are low in self esteem and confidence, who lacks positive role models, in order to help them to achieve their potential. We work in primary and intermediate schools and in the community. We recruit, train and support volunteer mentors in order to enable them to have the skills necessary to make a significant impact on the social development of the young people. The relationship begins either in a school setting (School Based Mentoring) or in the community (Community Based Mentoring). Mentoring matches can last many years, and provide stability through a tumultuous time of life. Our coordinators provide regular ongoing, documented support and accountability and provide a necessary link between family, school, volunteer and young person.

Partnerships

Big Brothers Big Sisters believes forming collaborative partnerships is vital in working effectively and sustainably. Currently, Big Brothers Big Sisters has working partnerships with Grace Vineyard Church, Praxis Youth Work, Crossover Trust, Wayne Francis Trust and has the backing of the Christchurch City Council. We are currently have referral partnerships with the SWIS team from Te Puna Whaiora and Police Youth Aid.



Big Brothers Big Sisters around the world

Mentoring is not a new process - mentoring has been around formally for 107 years, and informally since biblical times and perhaps before. Big Brothers Big Sisters was founded in The United States in 1904 and since has constantly been in the public eye. Recently, Oprah Winfrey has called for one million Americans to volunteer as mentors, Bart and Homer Simpson from *The Simpsons* have joined a "Bigger Brothers" mentoring programme, and America's First Lady, Laura Bush, has starred in television and radio commercials promoting Big Brothers Big Sisters.

Research has shown that young people who have a positive mentoring relationship are 40% less likely to use illegal drugs and alcohol, 52% less likely to skip school, are more confident in their schoolwork, and are better able to get along with their families. There is no question about the positive impact mentoring has on young people's lives. These benefits carry on into families, communities, and society, and beyond.

Internationally there are 280,000 young people with a mentor in 13 countries. In New Zealand, there are currently 13 Big Brothers Big Sisters agencies and there are new ones being established every year. In the calendar year of 2010, 114 young people benefitted from having a big brother or big sister in the Christchurch programme.

2. The Team

Matthew Button – Manager

Matthew works 32 hours per week as the manager of BBBS Christchurch. As well as reporting to the Board, Matt works very closely with the Mentoring Coordinators and Administrator to facilitate and develop the mentoring relationships, liaise and promote the organisation within the community. Part of Matthew's role is being a mentor himself and supervising about 20 matches.

Matthew is married to Sharon and they have 3 children aged 11, 8 and 4. Matthew did a psychology degree at Canterbury University in developmental and social psychology with a specialist interest in youth and adolescence and has recently completed a National Youth Work Diploma. Matthew has also worked in youth mental health and youth work for a church. Matthew plays guitar and piano and still loves playing soccer during winter.



Lizzie Whitcombe – School Based Mentoring Coordinator

Lizzie works 20 hours per week and manages around 25 mentoring matches. This includes recruiting, vetting and training new volunteers, liaising with the schools she supervises matches in (Cobham, Wairakei, Shirley). She also catches up with the young people being mentored and their parents. Lizzie has 2 boys aged 7 and 4. She is completing a Masters in Social Work and loves reading, time with friends and family and going to the movies.

Craig Ogilvie – School Based Mentoring Coordinator

Craig will start in this role in February 2012. He will work 30 hours per week supporting predominantly school based matches in the south and west of Christchurch. This position was established in 2009 and typically supports around 30 matches.

Vanessa Palmer – Community Based Mentoring Coordinator

Vanessa works 40 hours per week and has helped establish the earthquake response community based programme. She currently supports 10 matches but hopes to support around 50 mentors by the end of 2012. Vanessa is also involved in Camp Quality and recently went on an Outward Bound course.

BBBS Board

Matthew and the team are supported by the BBBS Board that meets every six weeks. The board is chaired by Tim Webster; the other members are: Rob Murfitt, Mike Woodward, Vanessa Palmer, John O'Connell, Phil Trotter and Simon Panckhurst.

3. The BBBS Culture

The culture at BBBS is very much one of enthusiasm with a fundamental and unwavering passion for mentoring. Matthew has developed a supportive and trust driven environment that focuses on working together, sharing energy and ideas. Open and honest communication within the team is essential.

As the organisation develops, the key concern is maintaining the quality of the mentoring service. Ensuring the mentor relationships are stable, positive and long-lasting. This philosophy also applies to the team. Ideas are encouraged and ongoing learning is supported.



4. The Risks

The biggest consideration for the Administrator is an understanding that all positions in the organisation are reliant on successful funding applications. Unfortunately these are always short term and the Board cannot 100% guarantee there will always be funding to support the team's salaries from year to year. However, to date the Board has been consistently successful in obtaining funding to pay the team's salaries and achieve the goals of the BBBS. It is anticipated this will continue especially given that recent successes are influential in future funding applications being accepted.

5. The Role – Administrator

An Administrator is now required to fill the current vacancy.

The role involves managing the office: checking the mail, keeping the printer filled with ink, to making sure there are coffee and tea supplies. The administrator's role is to make the office run as smoothly as possible so the other staff can work efficiently: This includes maintaining and developing the supply of school mentoring resources. The manager is often flooded with a variety of unrelated tasks that can bog him down and prevent the development of the trust. The administrator's role is to reduce the amount of time the manager needs to be in the office. This can be tasks like making bookings, printing photos and training manuals, completing much of the paperwork for applications. When BBBS holds events, the Administrator will manage the logistics of these events.

The final part of the role is to cover all the financial tasks. This includes the payment of bills, bank reconciliations, being the pay MYOB accounting software. The treasurer drops in from time to time to assist with tasks and to gather information for reporting.

the administrator will assist in completing the financial audit.

The salary band for this role is \$16-\$20 per hour. This is a part time position for 12-16 hours per week, by arrangement between the manager and the applicant. The range of hours is given to give flexibility both to the applicant and employer and will depend on the skills and preferences of the applicant. The position will most likely be 3-4 days of 4 hours. At least 4 of the hours should be within the window between Monday and Thursday from 9-5pm to crossover with the manager. There may be occasions when the role may require some evening work eg. for a termly BBBS event.

The Big Brothers Big Sisters has an office at St. Aidans Anglican Church at 63 Brookside Terrace (corner of Aorangi Road) in Bryndwr. Being based in a suburban environment means that the administrator is truly a part of the community around them and parking is never a problem.

6. Skills, Attitude & Attributes required

BBBS are looking for someone with a can do attitude; as well as the attitude and personal drive to become a key member of the team. The administrator's success depends on their interpersonal and communication skills and their ability to take initiative and to work independently in meeting goals. The role will require making many phone calls and emails to funders, suppliers and other staff. In such a small organisation being a team player is critical, and open communication with everyone is a priority.

The successful applicant may have a background in office management, administration and bookkeeping. An understanding of mentoring and not for profit organisations will also help. Basic office and computer skills are needed to create and maintain the systems that ensure the organisation continues to functions and grow efficiently.

This position will excite people who want to make a genuine contribution to the young people of Christchurch by being an instrumental part of the mentoring programme. Who says individuals can't make a difference?



Big Brothers Big Sisters
of Christchurch

one hour . once a week . one life



7. Practical Exercise

An essential part of the recruitment process is to demonstrate your ability to meet key criteria. Please cut and paste the problems below and include your answers and submit as the last page(s) of your curriculum vitae. **Applicants that do not submit answers to the questions below are unlikely to be successful in demonstrating sufficient ability to operate in this position.** We anticipate you will spend approximately 20 minutes completing this exercise and thank you for taking that time. (Feel free to use bullet points or short sentences.)

Scenario:

You are the Administrator. The Manager has called you from away from the office. He says he has just been called by a funder saying an accountability form explaining how their grant was spent is overdue. The manager admits he has failed to submit it. He asks you to complete it today.

1. What are the issues you need to consider? (no more than 70 words)

2. In order to resolve this situation, what would you do next? (no more than 80 words)

8. Submitting Your Application

To apply for the position, please either email your application to mattbbbs@paradise.net.nz or post to:

The Manager
Big Brothers Big Sisters of Christchurch
PO Box 20045
Christchurch 8543

Please attach three documents

1. Your cover letter
2. Your curriculum vitae
3. Your answers to the practical exercise above

Your curriculum vitae should include recent work experience, evidence of relevant skills, attributes and any qualifications, as well as answers to the scenario questions above. Please address your cover letter to Matthew Button explaining **why** you are interested in this position.

Queries to mattbbbs@paradise.net.nz in the first instance or phone Matt Button (03) 358 4019

Applications close 5pm Friday, February 8th, 2012

Thank you for your interest and we look forward to hearing from you.

Regards

Matthew Button
Big Brothers Big Sisters Manager
