



**Big Brothers Big Sisters**  
of Christchurch

# ADMINISTRATOR

**EMPLOYER:** Big Brothers Big Sisters of Christchurch

**POSITION TITLE:** Administrator

**SERVICE:** Delivery of a Mentoring Programme for young people in Christchurch.

**HOURS:** 12-16 hours per week

**REPORTS TO:** Manager

**FUNCTIONAL RELATIONSHIPS:** Staff, Funders, Trust Board

**DATE WRITTEN:** January 2012

# PRINCIPAL OBJECTIVES OF THE POSITION

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 as well as 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 Administrator is responsible to the Manager and will fulfil tasks as determined by them.

|           | KEY TASKS   |           | OUTCOMES  |
|-----------|---|-----------|---|
| <b>1.</b> | <b>Office Management</b>  | <b>1.</b> | <b>Office Management</b>  |
| 1.1       | Mail – check post box. Process all incoming and outgoing mail.  | 1.1       | All ingoing and outgoing mail processed.                                  |
| 1.2       | Computer health – coordinate regular and as required computer checks with qualified person                          | 1.2       | Computers functioning without disruption to staff                         |
| 1.3       | Database – Assist with keeping volunteer database up to date  | 1.3       | Database up to date   |
| 1.4       | Board Meeting Follow up – Board minutes saved, printed and filed. Any relevant documents updated from board minutes | 1.4       | Board minutes saved, printed and filed. Any relevant documents updated.   |
| 1.5       | Manage all BBBS telecommunications.   | 1.5       | Telecommunications working smoothly                                       |
| 1.6       | Office Management: Keep all office supplies and furniture maintained.   | 1.6       | Coordinator staff able to operate efficiently.                            |
| 1.7       | Computer File Backup – regularly backup files   | 1.7       | Computer files backed up at least weekly                                  |
| 1.8       | Have lead email address and field all email enquiries   | 1.8       | All emails received, forwarded and responded to as appropriate            |
| 1.9       | Staff Meetings – attend, take and distribute minutes  | 1.9       | Minutes kept, typed and distributed within 2 working days of meeting.     |
| <b>2.</b> | <b>Fundraising</b>  | <b>2.</b> | <b>Fundraising</b>  |
| 2.1       | Work alongside the Manager and Treasurer in creating an Annual Fundraising Plan                                     | 2.1       | Annual Fundraising Plan made by the end of each calendar year             |
| 2.2       | Funding Database: Keep up to date and research new funding options  | 2.2       | The database of funding applications and possible funders kept up to date |

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| 2.3       | Where required, seek Board approval to apply for funds.  | 2.3       | Board approval gained.   |
| 2.4       | Prepare funding applications and keep records/copies of applications   | 2.4       | Applications completed and tracked using the Funding Checklist. Applications in by due dates |
| 2.4       | Complete grant accountability forms  | 2.4       | Grant accountability forms completed by specified dates                                      |
| <b>3.</b> | <b>Extras</b>  | <b>3.</b> | <b>Extras</b>  |
| 3.1       | Make logistics for small events, including booking of rooms, food and beverage supplies, taking RSVPs etc      | 3.1       | Events managed and run smoothly  |
| 3.2       | Assist the manager and trust board in the development and maintenance of publications and marketing collateral | 3.2       | Publications and collateral drafted, signed off and printed                                  |
| 3.3       | Maintain and develop resources used for school based mentoring.  | 3.3       | School mentoring cupboard resources maintained and rotated.                                  |
| <b>4.</b> | <b>Financial</b>   | <b>4.</b> | <b>Financial</b>   |
| 4.1       | Pay accounts and receive income  | 4.1       | Payments made on time and receipts sent where appropriate, using finance procedure           |
| 4.2       | Data input – Input all transactions into MYOB and complete bank reconciliations                                | 4.2       | All transactions inputted into MYOB each month and bank reconciliations completed            |
| 4.3       | Pay clerk – Tally time sheets and ensure staff salaries paid and IRD paperwork completed                       | 4.3       | Staff paid on time and IRD paperwork done by due dates.                                      |
| <b>4.</b> | <b>Personal and Professional Development</b>   | <b>4.</b> | <b>Personal and Professional Development</b>   |
| 4.1       | Attend training relevant to all tasks set out in this Job Description  | 4.1       | Ongoing evidence of professional and personal development.                                   |
| <b>5.</b> | <b>Relationships</b>   | <b>5.</b> | <b>Relationships</b>   |
| 5.1       | Maintain good relationships with Manager and other staff and Trust members.                                    | 5.1       | Good working relationships are maintained.   |
| 5.2       | Maintain good relationships with trust board, especially Chair, Treasurer and Secretary.                       | 5.2       | Good working relationships are maintained.   |

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| 5.3       | Maintain good relationships in the community, especially with potential funding sources.                                    | 5.3       | Good working relationships are maintained.  |
| <b>6.</b> | <b>Reporting and Accountability</b>   | <b>6.</b> | <b>Reporting and Accountability</b>   |
| 6.1       | To be accountable to the Manager  | 6.1       | Reports to Manager as requested   |
| <b>7.</b> | <b>Health and Safety</b>  | <b>7.</b> | <b>Health and Safety</b>  |
| 7.1       | Take all practical steps to ensure personal safety and the safety of others (in particular – risk assessments for outings). | 7.1       | Safe work practices and equipment at all times.<br><br>Appropriate risk assessment and managed carried out.               |
| 7.2       | Ensure personal work environment is safe and safety equipment is used when required.  | 7.2       | Work environment maintained in safe condition, free of any potential hazards. Safety equipment used.                      |
| 7.3       | Understand and fulfil health and safety responsibilities under the Health and Safety in Employment Act 1992.                | 7.3       | Health and safety responsibilities under the Health and Safety Act understood and fulfilled conscientiously at all times. |
| 7.4       | Understand and fulfil statutory requirements as an employee to report hazards, incidents or accidents to supervisors.       | 7.4       | All hazards, incidents or accidents (either observed or experienced) reported within the same working day.                |
| <b>8.</b> | <b>General</b>  | <b>8.</b> | <b>General</b>  |
| 8.1       | Undertake such other related tasks and duties, as may be requested by the Trust Board from time to time.                    | 8.1       | Other related tasks and duties, which may be required from time to time, undertaken co-operatively.                       |