



## TE KOTAHI O TE TAIHU Charitable Trust

### Position Information

**Position:** Āpihi Whakahaere Mahi - Administrator

**Location:** Te Taihū o Te Waka-a-Māui

**Reports to:** Pouwhakahaere Rauemi – Operations Manager

Te Kotahi o Te Taihū Charitable Trust was established in response to the impacts of COVID-19 on the Māori community across Te Taihū o Te Waka a-Māui.

Our overarching purpose is to create the best conditions for our whānau to thrive.

This iwi collaborative led entity has five strategic hōe:

***Whāngai – Feeding our People***

***Tāwharautia – Shelter and Support.***

***Whiwhi Mahi – Work and Training.***

***Whai Oranga – Holistic Wellbeing.***

***Whakawhiti – Communications, co-ordination and advocacy.***

***Tikanga – Cultural support.***

### Our Values

<b>Whakapapa</b>	We appreciate our unique and shared genealogy and the importance it holds in the way we work together.
<b>Manaakitanga</b>	People are at the heart of our decisions.
<b>Wairuatanga</b>	We value and uphold tikanga Māori to guide us safely in our work.
<b>Ūkaipōtanga</b>	We hold fast to our origins and the foundation they provide us for the future.
<b>Kotahitanga</b>	We act collectively for the good of all Māori and others.

### Purpose of the Position

Te Kotahi o Te Taihū Charitable Trust is looking to hire a highly organised Āpihi Whakahaere Mahi (Administrator), whose key tasks include general administration duties, necessary for effective office management. This is a varied and busy role that will draw on your organisational, accounts management, and relationship management skills.

The Āpihi Whakahaere Mahi will:

- organise hui, prepare agendas and take minutes
- create, oversee, distribute and file correspondence and documents
- monitor and maintain equipment and supplies
- maintain calendar of invoicing and contract reporting requirements
- provide triage services for Te Pātaka and preparation of monthly statistics
- support Xero accounting software
- ensure health and safety issues are addressed, including making staff aware of building safety procedures and safe work practices
- training of Infoodle case management system
- research, records management and filing.
- other duties as required by the Pouwhakahaere Rauemi

### Key Relationships

- Work and Income / Ministry of Social Development
- Ngā manawhenua o Te Taihū o Te Waka-a-Māui
- Maataa Waka
- Ngā Marae o Te Taihū o Te Waka-a-Māui
- Central government agencies
- Local community organisations
- Accountancy firm
- Other stakeholders, which would add value to this Kaupapa

### Skills and Knowledge

- A relevant tertiary level qualification.
- Clean drivers licence
- Demonstrated understanding of whānau ora.
- An understanding of Te Kotahi o Te Taihū Strategy.
- Proven experience working in an office environment.
- Proficiency in all Microsoft Office applications.
- Working knowledge of business management.
- The ability to multitask.
- Excellent organizational skills.
- Effective communication skills.
- An understanding of Te Reo me ona Tikanga Māori.
- Experienced minute taker.

### Personal Attributes

- Ability to work unsupervised
- Proven experience providing efficient and effective administrative support
- Ability to problem solve, use initiative and display sound judgement
- A keen eye for detail coupled with a high degree of accuracy
- Very highly developed written and oral communications
- A team player, with the ability to self-manage and work under pressure at busy times
- Demonstrates a high level of maturity, integrity and confidentiality