



JOB DESCRIPTION

POSITION: CEC/NZCBC Office Manager

REPORTS TO: Director, Catholic Enquiry Centre
Executive Officer, NZCBC

LOCATION: Wellington, NZ

NATURE OF THE POSITION: Full-time, Permanent (37.5 hours/week)

Context

Te Huinga o Ngā Pihopa Katorika o Aotearoa / the New Zealand Catholic Bishops Conference (“NZCBC”) is the assembly of the Catholic Bishops of New Zealand coordinating national activities and ministries of the Catholic Church. These include education, social justice, Māori advisory, communications and engagement with the public, liturgy, ecumenism, bioethics, interfaith relations, pastoral work in prisons and hospitals, and more.

The work of the NZCBC is supported by the **NZCBC Secretariat** which is managed by the Executive Officer and supported by the Communications Advisor and Accountant.

The **Catholic Enquiry Centre** (CEC) helps to make the Church more alive in Aotearoa and make Christ more known by informing and inspiring faith inquirers. It is a point of contact for either non-Catholics or people with no religious background searching for more; those who were once Catholics finding their way back; or Catholics looking to deepen and be more active in their faith to share it with others, inviting them to an experience with Christ by attending events and reading digital and published materials.

The CEC forms is an agency of the NZCBC and works collaboratively with the NZCBC Secretariat in Wellington, sharing an office suite.

The Catholic Church in Aotearoa is committed to a deepening understanding of the principles of Te Tiriti o Waitangi / Treaty of Waitangi and strong bi-cultural way of working across all ministries.

Purpose of the Role

The CEC/NZCBC Office Manager "Office Manager" ensures the smooth running of the Level 5, 204 Thorndon Quay suite, occupied by NZCBC Secretariat, CEC, Caritas Aotearoa New Zealand, Catholic Tribunal and the National Liturgy Office. The Office Manager also provides additional administrative support to the NZCBC Secretariat and CEC.

Key Objectives and Accountabilities

The responsibilities of role are:

1. **Suite management** for the NZCBC Secretariat, Caritas, Catholic Enquiry Centre (CEC), National Liturgy Office (NLO) and Catholic Tribunal of Wellington
 - Is the first point of contact for visitors
 - Manages compliance requirements for the floor (e.g. access, health and safety, privacy)



- Is the NZCBC/CEC Health & Safety Officer
 - Oversees the meeting rooms and monitors calendar bookings
 - Provides meeting support (e.g. catering, room bookings, invitations, arranging the room, IT requirements)
 - Oversees relationships with cleaners, maintenance, other contractors, and vendors
 - Manages purchasing of cleaning and kitchen supplies
 - Develops and updates procedures for the management of the suite
2. **Administration management** for the CEC
- Undertakes financial administration using Xero (e.g. accounts payable and approvals)
 - Ensure all CEC revenue is accounted for and documented according to NZCBC standards
 - Coordinate Volunteers
 - Support the Director in gaining feedback from enquirers to assist CEC learning and improvement
 - Support the fine-tuning of existing CEC resources as needed, in response to changing or emerging needs
 - Support the CEC team to encourage and engage Catholics in the work of sharing their faith, and equip them with relevant resources
3. **Support services** for the NZCBC Secretariat, Catholic Enquiry Centre (CEC), National Liturgy Office (NLO), Kaihāpa Māori, Senior Chaplains, and Tribunal (in Wellington and throughout New Zealand)
- Arranges the production, printing, collation and distribution of documents, meeting papers and various books and publications
 - Formatting and editing documents
 - Supporting the production of resources and publications
 - Supporting the fulfilment of orders for national resources and publications
 - Collecting, processing and distributing mail
 - Organising Secretariat and wider internal team meetings and events
 - Provides support to the various projects and needs as arises
 - Arranges new IT equipment as needs arise
 - Liaises on behalf of staff with IT contractor when there are IT issues
 - Manages IT projects and updates when required
4. **Other**
- Supporting an authentic Catholic character in the workplace
 - Fostering positive working relationships and communicating clearly
 - Other tasks as requested

Skills, Experience and Qualifications

Required:

- Competence in computer and digital platforms
- Competence with Xero accounting software and Microsoft Office Suite software



- Can work autonomously and as part of a team
- Proven experience in a broad range of administrative duties
- Relevant tertiary qualifications
- Excellent writing and proof-reading skills
- High level of accuracy and attention to detail
- Highly organised, excellent time management skills and ability to prioritise
- Flexible and able to switch between tasks quickly
- Able to handle confidential information with discretion
- Understanding of Te Tiriti o Waitangi / Treaty of Waitangi or willingness to develop understanding
- A commitment to the vision, mission and values of the New Zealand Catholic Church

Other advantageous qualities:

- Comprehensive understanding of church and parish life demonstrated through active participation
- Confidence in at least a basic understanding of Te Reo Māori and Tikanga Māori