

JOB DESCRIPTION

- POSITION:** Administrator
- REPORTS TO:** Executive Officer, NZ Catholic Bishops Conference (“NZCBC”)
- LOCATION:** Wellington, NZ
- EMPLOYMENT:** Permanent, part-time 20 hours minimum, hours negotiable

Context

Te Huinga o Ngā Pīhopa Katorika o Aotearoa / the New Zealand Catholic Bishops Conference (“NZCBC”) is the assembly of the Catholic Bishops of New Zealand co-ordinating 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.

Bishop Patrick Dunn, Bishop of Auckland is the President of the Conference and Bishop Charles Drennan, Bishop of Palmerston North is the General Secretary. The work of the Conference is supported by the Secretariat which is managed by the Executive Officer and supported by the Communications Advisor and Accountant.

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 Administrator of the NZCBC carries out the administrative functions of the NZCBC Secretariat in its mission to coordinate and support the work of the NZCBC’s operational units.

Key Objectives and Accountabilities

The responsibilities of the Administrator role are:

1. Administrative Support

The Administrator provides support to the Executive Officer, Communications Advisor and Accountant.

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- Reviewing/proof-reading, collating and producing documents
 - Formatting and editing documents
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- Supporting the bishop's meetings which occur four times per year
 - Greeting guests and organising catering for meetings
 - Collecting, processing and distributing mail
 - Supporting the production of resources and publications
 - Developing and updating procedures
 - Supporting the fulfilment of orders for national resources and publications
 - Supporting the drafting of correspondence, statements and policies
 - Working collaboratively with diocese, agencies and other stakeholders
 - Organising Secretariat and NZCBC team meetings and events
 - Assisting with annual planning and reporting processes
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1. Digital Support

The Administrator will support the Communications Advisor in creating relevant digital media platforms for the NZCBC and its agencies.

- Supporting the Communications Advisor in preparing social media posts and updating the website
 - Working with contractors in updating and monitoring digital platforms
 - Supporting work on the Catholic Directory and the development/updating of digital databases to manage information
 - Developing and communicating an understanding of best practices in digital media platforms for not-for-profit organisations
 - Supporting ad-hoc digital media projects and initiatives, including for NZCBC agencies and diocese
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2. Other

The Administrator is part of a small team that supports the work of the bishops and may be asked to take on other Secretariat functions from time to time.

- Fostering positive working relationships and communicating clearly
 - Taking an active interest in professional development
 - Other tasks as requested
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Skills, experience and qualifications of the role

Required:

- High level of competence in computer and digital platforms
- 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
- Ability to work independently and as part of a team
- Understanding of Te Tiriti o Waitangi / Treaty of Waitangi

- 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
- Strong understanding of the national activities of the NZCBC and the different Church structures
- Strong understanding of public policy and government processes
- Confidence in at least a basic understanding of Te Reo Māori

Key relationships of this role

The Communications role is carried out in accordance with the NZCBC's Norms and Directives. Key relationships include:

- NZCBC Executive Officer, Communications Advisor and Accountant
- Bishops of New Zealand
- Internal advisory groups including the NZCBC Finance Committee, Te Runanga o te Hāhi Katorika ki Aotearoa, Committee for Interfaith Relations, the Committee for Ecumenism and all other staff of national agencies and volunteer networks
- Diocesan staff

Salary Range

The salary range for this position is based on the Strategic Pay 2019 Not for Profit Remuneration Report for the CO08 Administrator role range. The grade range full time equivalent is \$45,000 to \$65,000.