



POSITION DESCRIPTION

Executive Assistant

UnionAID is registered overseas development charity supporting workers' rights and poverty alleviation in the Asia-Pacific region. This Executive Assistant role will be based in Wellington playing an important part in supporting UnionAID's development programmes and fundraising activities. The role encompasses administrative tasks, co-ordination of volunteer work, fundraising events and other support for UnionAID's work.

The employment will be on a part-time (16 hours per week ideally spread over 3-4 days) fixed term basis for the 3.5 year duration of the MFAT Myanmar Young Leaders grant funding agreement or earlier termination in accordance with the funding agreement or employment agreement.

The Position Description contains Key Accountabilities and provides specific details around the personal skills and attributes of the role.

POSITION DETAILS

Position Title	Executive Assistant
Organisation	Unions Aotearoa International Development Trust (UnionAID)
Location	Wellington CBD
Start date	June 2018
Salary range	Pro rata \$45,000 - \$60,000

About UnionAID

UnionAID (www.unionaid.org.nz) is a registered charity and international development agency established by the New Zealand union movement. Through in-country partners it funds projects that support working people in developing Asia-Pacific countries to get better wages and conditions and lift themselves and their families out of poverty. The projects supported include: helping working people organise unions or co-operatives, vocational skills training and education about labour rights. These projects are primarily funded through monthly donations from individuals in New Zealand and fundraising activities.

UnionAID is officially recognised by MFAT which funds us to run two programmes for young civil society leaders from Myanmar and Indonesia respectively. These programmes are

delivered in Wellington and Auckland over a six month period each year and provide a range of classes, workshops and visits. Each programme aims to develop the participants' skills and knowledge in democratic processes, gender equality, human rights, conflict resolution, research and sustainable development.

UnionAID is a registered charitable trust governed by a Board of Trustees and has two full-time employees. An Executive Officer in Wellington has overall management responsibility for UnionAID including fundraising, overseas projects, two young leaders programmes and volunteer management. A full-time Programme Manager based in Auckland runs the Indonesia Young Leaders Programme in Auckland and helps co-ordinates fundraising activities.

An Action Committee of volunteers undertake UnionAID's fundraising work, contribute to the design and evaluation of overseas development projects. Trustees and volunteers play a central role in delivery of both young leaders programmes.

POSITION PURPOSE

UnionAID currently has two full-time staff and a number of very active volunteers who contribute to fundraising and project work. With a new Indonesia Young Leaders Programme starting and ambitious goals for other projects and fundraising efforts the organisation is growing fast. The Executive Assistant will play a key role in supporting UnionAID's growth by establishing effective systems for managing the diverse and busy workload across the young leaders programmes, fundraising and other overseas development projects.

The Executive Assistant will report to the Executive Officer and work with UnionAID staff and volunteers to deliver the young leaders programmes, run successful fundraising activities and ensure UnionAID's systems and processes are running to a high standard so both donors and project participants receive the information and support they require.

KEY ACCOUNTABILITIES

The key priorities and responsibilities of the Executive Assistant are as follows.

The Executive Assistant will assist the Executive Officer and key volunteers to implement the Myanmar Young Leaders Programme in Wellington. They will develop systems for managing the various tasks and ensure these are carried out in a timely and effective manner. This includes organising the selection process, visas and travel to New Zealand, arranging workshops and visits outside of Wellington.

UnionAID's new strategic plan aims to increase the number of individual donors from New Zealand unions through a range of activities including events and educational work. The Administration officer will play a key role in achieving these goals including: preparing fundraising and educational material, co-ordinating the donor sign-up and educational work of volunteers in specific unions and helping to organise fundraising events in Wellington and other regions.

Working closely with the Executive Officer, the Executive Assistant will establish new systems to ensure UnionAID's overseas projects are monitored in a timely manner and incoming reports are filed and easily accessible. They will provide secretarial support for Trustee meetings and key meetings with stakeholders.

The Executive Assistant will also provide other administrative and logistical support to the Executive Officer and staff as required.

KEY ACCOUNTABILITY	KEY TASKS
Establishing good systems and processes and providing administrative and logistical support	<ul style="list-style-type: none"> • Establish effective processes for sorting young leader programme applications and submitting visa applications • Establish processes for tracking monitoring and reporting requirements for projects • Establish an efficient system for managing donor and stakeholder information and responding to donor information requests • Providing administrative and logistical support to Executive Officer and staff
Administration of young leaders programme	<ul style="list-style-type: none"> • Organise welcome and farewell functions and invite stakeholders • Apply for visas on behalf of students and book travel to NZ • Organise allowance payments for students and hosts, including bus passes • Book travel and accommodation for programme visits in NZ • Assist in the planning and implementation of some workshops and social activities for the young leaders
Co-ordination of volunteers	<ul style="list-style-type: none"> • Co-ordinate mentors helping the young leaders with special interests • Co-ordinate the running of specific fundraising activities with volunteers
Fundraising and Education	<ul style="list-style-type: none"> • Assist in the development and use of fundraising and educational materials, such as newsletters, social media, webpages and merchandise • Help with logistics of fundraising events and track sales • Provide administrative support to staff and volunteers to develop networks and deliver educational and donor sign-up workshops in New Zealand unions

PERSON SPECIFICATION

Experience

- Practical organising and administration experience
- Proven ability to organise and undertake a diverse workload, manage constant and often competing work demands while still achieving competing deadlines.
- Volunteer management experience desirable
- Research experience would be desirable

Knowledge, skills and abilities

- Excellent organising skills.
- Demonstrated ability to develop sound processes for managing the diverse administrative tasks of an organisation
- A genuine interest in international development work and the work of UnionAID.
- Computer skills (including Microsoft Office)
- Knowledge of basic accounting requirements would be helpful
- Some web or graphic design skills would be helpful

Personal Qualities

- A positive attitude and enthusiasm for UnionAID's work that encourages and values the contribution of others, especially volunteers.
- Attention to detail and good planning to ensure tasks are managed to a high standard.
- Personal conduct, integrity and credibility that commands the confidence and respect of staff, donors, students and stakeholders.
- Able to take the initiative to make things happen, knowing when to seek advice.
- An understanding of, and support for, the collective values and principles of UnionAID.
- Ability to build strong networks with UnionAID's stakeholders and the New Zealand union movement

Qualifications

- A tertiary or other qualification relevant to administration, organisational or event management would be relevant
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