

**Environment Network Manawatu [ENM]
Administrator – 16 hours per week
September 2019**

Background Information

Environment Network Manawatu ENM is an incorporated society which was established in 2000 as an umbrella organization for voluntary environmental groups in the Manawatu. The aim of ENM is to promote a network of community groups to realise a vision of an enhanced Manawatu environment. ENM provides coordination and communication services to the wider network and receives a fee for service grant from PNCC as well as other funding to employ a small team of three part time coordinators. ENM's Management Committee provides direction and oversight of activities.

Up to now, ENM has been engaging three coordinators covering three areas of focus:

- General and Biodiversity Coordinator (24 hours)
- Communication, Funding and Compliance Coordinator (16 hours)
- Finance, IT and Community Resilience Coordinator (12 hours)

The three coordinator roles were set up to be complementary. In reality, a number of the tasks listed in the Communication, Funding and Compliance Coordinator's job description has been covered by the other two incumbents. In the main they are: Coordination of submissions, funding applications, policies, monthly MC calendar, AGM/SGM coordination.

With the resignation of the General and Biodiversity Coordinator, it is timely to review the current Job descriptions in the context of the new Strategy Priority Grants and Source to Sea Developments. See draft for the revised roles below.

- Communicator (12 hours)
- ENM Coordinator (24 hours)
- Administrator (16 hours)

ENM Employment Principles

ENM, represented by its Management Committee is committed to being a good employer applying good faith principles and providing a quality working environment, as well as fair, transparent and consistent employment processes.

Our Organisational Values

We are part of the environment
Trust and Integrity
Accountability

Administrator Job Description

Routine	Accounting and financial reporting, including banking, processing of invoices, payroll and other transactions
	SGM/AGM financial reporting and preparation of Auditor Report
	Result Based Accountability Reporting (PNCC) and other reporting for grants as required [Note these reports will ideally be compiled as we go rather than pulling information together at the last moment]
	Maintaining and building databases of member groups, volunteers and useful contacts (including other groups working in the environmental space)
	Filing, document management, passwords
	IT Infrastructure – liaising with suppliers, setting up shared cloud-based workspaces and filing system
	Other office tasks as required (e.g. collection of mail, purchasing of consumables, etc.)
Key Results	Day-to-day administration is taken care of
	Financial reports are completed quickly and accurately
	Good relationships with member groups
	Timely responses to queries
	IT infrastructure is being kept up-to-date to meet organisation's requirements
Projects	CRM and other relevant IT programmes and solutions are implemented
	Organisation of events as agreed
Key results	80% of projects are delivered to expected standards and within agreed timeframes and budgets
Personal Profile	Good financial and administration skills – ideally familiar with XERO
	Ability to organise workflows and processes
	Attention to detail
	Has a good knowledge of environmental issues and community sector (Nice to Have)
	Able to work to deadlines – good time management
	Good coordination skills
	Ability to scope and plan projects in a realistic fashion with regard to the realities of the community sector. Some flexibility around working hours to accommodate 'lumpiness' of work