



## OPERATIONS MANAGER POSITION DESCRIPTION

**Position Title:** Operations Manager Wilberforce Foundation

**Reports to:** CEO Wilberforce Foundation

**Term:** Permanent appointment

**Full Time:** with some flexibility to allow for other responsibilities

**Location:** Auckland

**Salary:** Negotiable

**Eligibility to work:** NZ Citizen or Permanent Resident

### Background

The Wilberforce Foundation's vision is to see the gospel flourishing in Aotearoa/New Zealand. Like our namesake, we are passionate about the gospel shaping all aspects of life including the public square, the church, for purpose sector (i.e. charities, social enterprises etc), business, sport and the arts. We have a particular commitment to growing Maori, Pasifika and women leaders.

We currently support more 90 faith-led organisations across Aotearoa and we are growing rapidly. A main area of focus is supporting our community of for purpose organisations through funding, networking, resourcing and capability development. We also undertake specific projects (either directly or partnering with organisations) across a number of strategic focus areas. We see our role as:

- Equipping leaders to lead confidently, faithfully and graciously in uncertain times
- Supporting the growth, development and governance of faith-led organisations
- Encouraging the sharing of best practice, promoting innovation and nurturing collaboration
- Research, education and advocacy in areas of culture, faith and heritage in Aotearoa

The Wilberforce team is a small (the equivalent of 2.4 FTE's) of part time employees and consultants. We anticipate growing to a team of approximately 4.5 FTE.

## The Role

The Operations Manager reports to the CEO Wilberforce Foundation and is responsible for the ensuring the organisation operates smoothly and professionally. It is a unique role combining senior operational leadership, governance and executive assistant functions. This means we are looking for someone with a servant heart who thrives making others flourish, is willing to 'muck in' on almost anything and has the confidence and drive to take on significant projects.

## Full Time/Part time Role

The role has been sized as a full time role. Given the successful applicant may well have other responsibilities, Wilberforce is open to flexible working conditions. As time allows, the successful applicant will also have the opportunity to work alongside Wilberforce Community members providing specialist advice, mentoring and pastoral support.

## Location

Auckland - a combination of working from home as well as the Wilberforce office.

## Key Result Areas

KRA	Outcomes
<b>Operational Leadership</b>	Providing operational support to the Wilberforce team across all aspects of the organisation including: <ol style="list-style-type: none"><li>1. Leadership Programme (see below)</li><li>2. Event Management (see below)</li><li>3. Human resources support including preparation of contracts, review processes, recruitment, management of consultants etc.</li><li>4. Supporting Wilberforce team members in their Community relationship management, capacity and capability building</li><li>5. Administering the Wilberforce Community Blessing Strategy</li><li>6. Managing the Wilberforce donation funding, reporting and payment system</li><li>7. Managing Waimarama House bookings</li><li>8. Liaising with travel Agent for travel management</li><li>9. Managing all issues associated with the office location</li></ol>
<b>Board Secretary</b>	Providing support to the Wilberforce Board including: <ol style="list-style-type: none"><li>1. Managing agendas, board papers and minute taking</li><li>2. Preparing briefing papers and presentations</li><li>3. Responding to Board requests</li></ol>

	4. Providing administrative support to the Chairperson of the Board as required and other board members if requested
<b>Leadership Programme</b>	Providing administrative support for the Leadership work programme including the Scholarships Committee: meetings, decisions, minutes, guidelines
<b>Event Management</b>	Project managing, coordinating (directly or through contractors) and administering Wilberforce events, including National events, Forums, and one-off events.
<b>Executive Support to CEO and Chair</b>	<ol style="list-style-type: none"> <li>1. Managing the diaries of the CEO and Chairperson</li> <li>2. Administrative support for team meetings</li> <li>3. Dealing with incoming mail/post, corresponding on behalf of the CEO when required</li> </ol>
<b>Financial Management</b>	<ol style="list-style-type: none"> <li>1. Supporting the annual planning, budgeting, monitoring and reporting cycles.</li> <li>2. Developing and maintaining reconciliation of accounts in Xero</li> <li>3. Managing all accounts payable and receivable</li> <li>4. Managing the yearly audit</li> <li>5. Ensuring Charities Services returns are submitted annually</li> <li>6. Liaising with CATAS for GST returns, annual reports, payroll etc</li> </ol>
<b>Information Systems</b>	<p>Overseeing the maintenance of data systems including the CRM &amp; the website.</p> <p>Maintaining a shared document system.</p>
<b>Health and Safety</b>	<p>Developing and monitoring all health and safety policies and procedures.</p> <p>Filing all legal and regulatory documents monitoring compliance with relevant laws and regulations.</p>
<b>Other</b>	All other duties as required.

## Key Relationships

- Chris Clarke (CEO), Marc Fountain (Chair), Ian and Wendy Kuperus (Founders) Wilberforce staff team and other board members
- Wilberforce supported for purpose organisations (“Wilberforce Community”)
- Organisations with functional or financial interest in Wilberforce Foundation.
- Other stakeholders e.g. consultants, other philanthropic organisations

## Essential Competencies

- Experience working at a senior level in complex and diverse organisations with multiple stakeholders and priorities.
- Advanced operation management skills including working with systems such as MS Office and Xero.
- Project and Event Management experience.
- Financial Management skills.
- Excellent oral and written communications skills.

## Person Specification

- Love for Jesus Christ and His Church
- Committed to the Vision and Values of the Wilberforce Foundation
- Proactive, Flexible and Self Managing - willing to assist with whatever is required
- Comfortable with diversity and respectful of a wide range of beliefs and experiences.
- Team Player

We recognize that the skill set we are after is rare and in much demand. Please do not be discouraged from considering the role if you think you only partially meet the person specification. We are committed to growing leaders and that commitment extends to all Wilberforce Foundation appointments.

## Application Process

Applications close 20 October 2021. Please include a completed application form (available by request from Wilberforce) and your CV.

**Enquiries and applications to: [work@wilberforce.org.nz](mailto:work@wilberforce.org.nz)**