



## Job Description

**Position** - Programme Assistant (PA)

**Location** – Wellington

**Salary Range** – \$20 to \$25/hour

**Term & Hours** – Contract term by negotiation, part-time (20 hours/week)

## About Community Housing Aotearoa

Community Housing Aotearoa (CHA) is the peak body for New Zealand's community housing sector. It promotes the sector to Government and others. It builds the reputation of the sector by showcasing its achievements and reinforcing its business and community models.

**CHA Vision:** All New Zealanders well housed.

**CHA Mission:** Supporting the growth and development of community housing in New Zealand.

**CHA's objectives** are:

1. to be the **voice** of the community housing sector
2. to build **capacity** and foster collaboration
3. to promote best practice in housing **policy**
4. to champion quality and **excellence**

CHA is a member driven organisation and is governed by an elected Council representing our membership organisations. CHA currently has 70 member organisations.

## Purpose of the Role

The Programme Assistant is an essential member of the CHA team and is responsible for providing professional and efficient project and administrative services to support the effective operation of the organisation.

## Key Tasks & Responsibilities

### Administrative services for the Team

- Support the Director, Deputy Director and Programme Managers;
- Schedule and organise meetings, including booking rooms, equipment and catering;
- Service Council meetings, schedule meeting dates, prepare papers and agendas, attend meetings to take minutes, draft and distribute minutes, papers etc.;
- Support the Sector Solution Groups, schedule meeting dates, prepare papers and agendas, attend meeting to take minutes, draft and distribute minutes, papers, etc., post materials to the website;
- Support the Team in the coordination of the annual conference;
- Manage new and renewed membership applications;
- Manage training events including booking facilities, registration of attendees, on-the-day event coordination and evaluation;
- Assist with the preparation of funding and fee for service proposals including research, budget estimates, writing, editing and formatting of all required materials;
- Word processing including drafting, editing and formatting documents, data entry and general spreadsheet work, prepare PowerPoint slides for presentations; and

- Conduct basic housing and member related research through web and other resources, download and summarise materials, document source of data and/or information;
- Support the Communications Coordinator to:
  - Manage and develop the CHA website, including regular review and updating of content;
  - Manage new and renewed membership applications received through the CHA website;
  - Maintain an accurate and up-to-date database of member organisations and publish it on the CHA website;
  - Coordinate and administer member surveys;
  - Manage CHA’s computer equipment and IT requirements, support the network, and manage ISP accounts.
- Respond to and properly direct requests for information from member organisations to the appropriate Team member; and
- Liaise with external consultants as required.

### General Administration

- Implement, maintain and improve organisational systems and processes;
- Photocopy, scan and file documents working towards a fully cloud-based filing system;
- Book travel including, rental cars, flights and accommodation for Council and Team;
- Handle incoming and outgoing mail, e-mail, telephone calls, etc.;
- Maintain office equipment and stationery stores;
- Respond to requests for information from the public; and
- Assist with production and distribution of CHA Newsletter.

All employees have a responsibility to ensure that they support and act on CHA’s health and safety policy. This includes practising safe work methods, proper use of equipment and the elimination of workplace hazards.

All employees are required to understand the implications of the Treaty of Waitangi for their work.

All employees are expected to understand and have a commitment to the principles of Equal Employment Opportunities.

### Key Relationships and Nature of Interaction

	Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
CHA Council						✓
CHA member organisations				✓		✓
Government agencies (Housing NZ)				✓		✓
Local and regional government				✓		✓
CHA staff		✓	✓	✓		✓

### CHA Organisation Structure

Reports to: CHA Director or Deputy Director

Number of direct reports: None

## Person Specification - Community Housing Aotearoa – Programme Assistant (PA)

Community Housing Aotearoa – Programme Assistant (PA)	Essential	Desirable
<b>Experience</b>		
Experience of working in an office environment in a similar role	X	
Previous paid or voluntary work in the not for profit or community sector	X	
Experience in event/training coordination		X
Previous committee servicing experience		X
Experience using survey tools (Survey Monkey)		X
<b>Knowledge and understanding</b>		
Knowledge and understanding of office systems	X	
Knowledge of IT equipment set up for meetings e.g. laptop and projectors	X	
Understanding of working for a small organisation	X	
<b>Skills</b>		
Excellent verbal, written, telephone and interpersonal skills	X	
Excellent organisational skills - ability to plan and prioritise work to meet agreed deadlines	X	
Excellent literacy and numeracy skills	X	
The ability to research, collate and evaluate information	X	
The ability to recognise ways to change and improve administrative processes		X
Highly Computer literate including Microsoft Office suite (Word, PowerPoint, Excel, and Outlook)	X	
<b>Personal Attributes</b>		
Methodical and accurate	X	
Highly motivated and enthusiastic approach to work.	X	
Ability to be flexible and respond to unexpected priorities	X	
Trustworthy and honest	X	
Ability to work and deliver outcomes with minimal supervision	X	
Empathy and understanding for those who are homeless or in housing need.		X
<b>Education/Training</b>		
University degree (any field)	X	