

October 2022

Kia ora

Thank you for your registration of interest in the role of Systems & Project Coordinator based in Porirua.

This pack includes what you need to know about this position and about working for Wesley Community Action. I have included a copy of Te Ara Wēteriana /The Wesley Way (page 6). This is critical for all of us as it explains how we interact with each other and with those we work alongside.

I want to highlight that we are on a journey to become a kaupapa te Tiriti organisation. This means we are all learning how to give effect to matauranga Māori across our work and our operations.

COVID 19 vaccination

Wesley Community Action strongly encourages kaimahi to maintain their full vaccination status. Under the current Covid 19 settings we do not have mandatory vaccination, but should the situation change, we will not hesitate to reintroduce this requirement.

If you have any concerns regarding this, please let us know.

How to apply:

If you wish to apply for this position, please send us:

- A cover letter outlining reasons why you think this role is a good fit for you
- Your CV with details of previous employment
- The completed Pre-Employment Disclosure statement (page7)

Please send your application to:

Isabel Macdonald

imacdonald@wesleyca.org.nz

P O Box 9932, Te Aro, Wellington 6141

04 385 3727 or 021 190 1839

Thank you for your interest in this role. We look forward to receiving your application.

Regards



Andrea McKenzie
General Manager

Position Description

Senior Administration Role – Systems & Project Coordinator, Porirua

*Wesley Community Action (Wēteri) is committed to becoming a **kaupapa te Tiriti organisation**. We believe in the power of the **Community**, we are motivated by **Compassion**, and we seek lasting transformative **Change**.*

This senior position supports the effective operations of Wesley's community teams in Porirua. Taking a proactive stance, s/he will help maintain the administration and support systems (IT, phone, recruitment, transport, filing, booking / scheduling, dairies etc) to ensure they are easy to use, effective and understood by kaimahi.

The Systems & Project Coordinator holds the line between delegations from Leadership, running systems for kaimahi, and fielding interactions from whānau, community and other external groups. This person needs to be adept in technology, communication, and confidentiality practices at multiple levels, with an ability to observe the dynamics of our teams and adapt / streamline workplace systems that free up more capacity in kaimahi for their whānau mahi

S/he will interact with the range of staff and public to connect people, help solve problems and contribute to an enjoyable productive workplace. The work will be diverse with opportunities to refine systems and how people work.

The position will contribute to innovation and will encourage exploring new ways of working to streamline processes.

As a key anchor role s/he will model our Te Ara Wēteri / The Wesley Way. They will support whanau and community-led commitment and share a desire to give effect to Te Tiriti o Waitangi.

Responsible to:	General Manager
Functional relationships with:	<ul style="list-style-type: none"> • Team Managers • Community kaimahi across WCA • Finance and admin team • Community organisations • Government agencies • Family/whānau
Hours:	40 hours per week 8.30am to 5pm Monday to Friday including 30-minute unpaid lunch (note, this arrangement is negotiable, we are open to part-time).
Location:	6 Hagley Street, Porirua, though occasionally be required to work out of our Wellington or Kapiti or Hutt offices.

About Wesley Community Action

Wesley is a community organisation under the Methodist Church of Aotearoa. Wesley has a range of services and teams that work in the wider Wellington region. These span government contracts that support individuals, children and whānau, through to community initiatives and social enterprise approaches.

Who will thrive in this role?

The person who will thrive in this role is someone who:

Is a highly organised person who values achieving results

- Proven experience working in diverse administration roles.
- Has a high attention to detail and quality
- Is motivated to get the best results with the resources available
- Organises time and resources to maximise effect
- Takes pride in seeing projects through
- Adopts a solution focus to problems and is resourceful
- Can work fast, efficiently, and accurately under pressure

Has proven technical skills to relevant to admin systems

- Excellent word / excel / outlook / PowerPoint skills
- Excellent written communication skills – aware of format and style
- Experience in contributing to HR tasks (on-boarding, recruitment) and handling sensitive staffing matters
- Confident in using web-based platforms and resources to streamline work
- Full clear driver license.

Is excited about our mission and style of working

- How person / community led approaches contribute to just and sustainable communities
- Open to learning and contributing to being a Kaupapa te Tiriti organisation
- Are open to 'pitch in' to get a job done

Is relationship focused

- Understands that relationships matter – across all levels of the job
- Enjoys meeting and mixing with a wide cross-section of people.
- Flexible and a team player
- Ability to self-reflect and exercise self-care

Values and respects boundaries

- High professional standards in conduct and confidentiality
- Understand boundaries within the workplace

Key tasks and expected outcomes

Key tasks	Expected outcomes
Provide a friendly and professional presence at the Hagley Street site.	<ul style="list-style-type: none"> • All manuhuri to the site feel welcome and acknowledged. • Comfortable in using Te Reo to greet people • All phone calls to reception are responded to and enquiries are directed appropriately.
Maintain core systems	<ul style="list-style-type: none"> • Car booking and fleet management operate smoothly • Meeting calendar booking system is maintained • Phone system works for whānau and kaimahi
Ensure reliable and professional administration support.	<ul style="list-style-type: none"> • Where required, whānau files are regularly monitored to ensure compliance and all relevant administrative processes are followed through. • Correspondence is responded to professionally. • KPI's for Family Start team are filled in whānau folders as required • Funder reporting calendar is set up and maintained stringently. • Supports leadership with recruiting, employing and exiting processes. • All whānau and kaimahi information is kept in the strictest confidence. • Support is provided for new kaimahi with training of use of office systems i.e. Wesnet, Dropbox, Word, Excel, Outlook, Vodafone Business One • Travel and accommodation bookings are made as required.
Proactive support for the GM	<ul style="list-style-type: none"> • Contribute to accurate record keeping on matters relevant to services as identified by GM. • Proactively assessing administrative and office systems with the view to improving efficiencies. • The GM is aware of any potential risk or concern. • Act as key liaison with systems support providers as required. • Contract Performance and Monitoring visits are prepared for and supported with access to necessary data. • Attend meetings as requested to keep accurate minutes • Provides support for key projects undertaken by GM. • Supports robust Health and Safety systems and processes.
Contributes to the wider work of WCA	<ul style="list-style-type: none"> • Promotes the work of WCA through interactions with people. • Collaboration and flow of information between WCA teams is enhanced • Is open to training opportunities that strength Kaupapa Te Tiriti approach.

Office Duties	<ul style="list-style-type: none">• Cleanliness is maintained in the office areas• Correspondence is responded to in a timely manner.• Kitchen and cleaning supplies are maintained.• All stationery supplies are maintained.• Manage bookings of office space and arrange meetings as required including arranging refreshments as needed.
Any other duties as discussed and agreed with the GM	<ul style="list-style-type: none">• The Systems & Project Coordinator role is viewed as being flexible and willing to consider how you can help in realistic and tangible ways.

How we work: Te Ara Wēteriana / The Wesley Way

Te Ara Wēteriana / The Wesley Way is the heart of our work. It's based on the belief that people are the experts in their own lives. We support them to identify their strengths and skills and the changes they believe will allow them to have a better life.



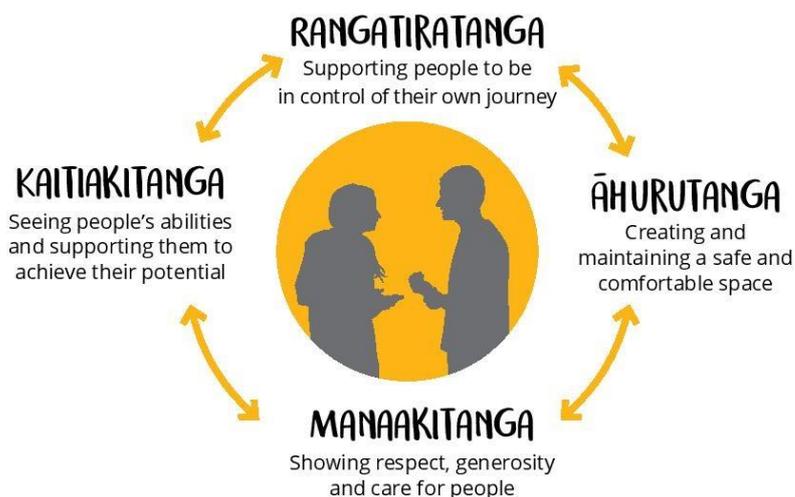
**Wesley
Community
Action**

community ■ compassion ■ change



TE ARA WĒTERIANA The Wesley Way

Te Ara Wēteriana brings out the best in people.
The following principles guide all our engagements:



We give effect to these by:

Viewing whānau as experts in their own lives	Using Te Tiriti o Waitangi as the base for our mahi	Calling out and challenging injustice	Seeking and using feedback to guide our relationships
Focusing more on what's working	Being as courageous as the whānau we work alongside	Acknowledging our power and sharing this	Striving to be our best by being open to learning and new whakaaro

KĀORE MĀ TE WAHA ENGARI MĀ TE RINGA Don't tell me, show me



1. Your full name:

Date:

Previous convictions	YES	NO
2. Have you ever been convicted of a criminal or driving offence? Full details if yes (use separate sheet if needed).....	2 Yes	2 NO
3A. Are there any criminal charges currently pending against you? Full details if yes (use separate sheet if needed)	3a YES	3a NO
3B. Have you been subject to any performance, employment, or disciplinary processes with any previous employer, or been dismissed from any role? (Include any/all processes even where no further action was required). If in doubt, please provide details. Full details if yes (use separate sheet if needed)	3b YES	3b NO
3C. Have you been the subject of any censure or suspension to your professional practice / certifications, of any type for any reason? If in doubt, please provide details. Full details if yes (use separate sheet if needed)	3c YES	3c NO
4. Have you had any circumstance where you have had engagement with the police for any matter (including traffic matters)? If in doubt, please provide details. Full details if yes (use separate sheet if needed).....	4 YES	4 NO
Medical / general wellbeing clearance		
5A. Do you have any current medical/health or psychological conditions that we should be aware of that may interfere with your ability to carry out your duties as a member of Wesley Community Action? If in doubt, please provide details as if answering 'yes'. Full details if yes (use separate sheet if needed)	5a YES	5a NO
5B. Do you have any history of an event/s, traumatic or otherwise, that could impact on your ability to carry out your duties objectively, professionally, and non-judgementally? Full details if yes (use separate sheet if needed)	5b YES	5b NO
6A. Do you have any pre-existing medical/health or psychological conditions? Full details if yes (use separate sheet if needed)	6a YES	6a NO
6B. Do the above condition/s impact on your ability to fulfil your role in any way (Q4&5)? please provide us with an appropriate medical clearance from your health practitioner authorising you as fit for the purpose of the role.	6b YES	6b NO
7A. Have you received your Covid vaccination? FIRST VACCINATION YES/NO SECOND VACCINATION YES/NO	7a YES	7a NO
7B. If not, do you intend to be vaccinated?	7b YES	7b NO
7C. If not, is this because of medical advice?	7c YES	7c NO
7D. I do wear face masks as required by public health guidelines.	7d YES	7d NO
7E. I have an official exemption from wearing a face covering and can provide evidence of this. WCA is an approved Essential Service. Vaccination is a critical part of Aotearoa-NZ's public health response to the Covid-19 pandemic. As kaimahi/staff in an approved Essential Service under Covid lockdowns, we can help protect ourselves, each other, the people we support, and the wider community by getting our Covid-19 vaccination. <u>You are not obliged to disclose your vaccination status.</u> However, certain aspects of our work cannot be done by an unvaccinated worker, so it is important we understand as much as possible the health needs of our kaimahi/staff. We appreciate your cooperation on this.	7e YES	7e NO
Declaration		
I am legally entitled to work/volunteer in Aotearoa New Zealand. YES/NO I give permission for my referees to be contacted. YES/NO I give permission for my medical records to be accessed if requested YES/NO I have a full and clear driver license I can produce for sighting. YES/NO The information given in this application is factual and truthful. YES/NO		
Signed:	Dated:	