

**Office Co-ordinator
Job Description
Bishopdale Community Trust**

September 2022

PURPOSE OF POSITION

To develop and maintain office systems and keep records to ensure the efficiency of the administrative functions of the Bishopdale Community Trust (BCT).

RELATIONSHIPS

Responsible to: The Board of the Bishopdale Community Trust

Reports to: The Community Development Worker/Team Leader (CDW/TL).

Works with: The Community Development Worker/Team Leader
The Sundbye House Co-ordinator
Group Facilitators and Volunteers working at the Trust

KEY TASKS

Caring Support – a collective responsibility

To provide a caring, supportive, and welcoming environment at Sundbye House

To support and participate in the BCT Health and Safety Plan

| Ongoing | | |
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| Responsibility | Performance indicator | Outcome |
| The smooth running of office systems and maintenance of records. | Systems created and maintained. | Office runs smoothly. |
| To maintain accurate and up to date databases of volunteers, community members, and others as needed. | Databases updated regularly. | All information up to date and easy to find. |
| To maintain and update the Weebly-hosted BCT and Bishopdale Directory websites. | Websites are up to date. | Websites contain accurate information. |
| To share responsibility for health and safety as required by the BCT health and safety policy. | | A safe environment. |

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| To work with CDW to keep information leaflets updated and to update noticeboards. | Notices and notice boards are checked regularly, and updated as required. | All notices and leaflets refreshed regularly to create and maintain interest in house and community activities. |
| To undertake other tasks as requested by the CDW/TL or the Board. | Work as part of the team towards outcomes defined by the CDW/TL or the Board. | Tasks completed efficiently and on time to achieve best results for BCT. |

| Weekly | | |
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| Responsibility | Performance indicator | Outcome |
| Data entry of financial information. Together with the treasurer maintain and update CCA financial spreadsheet and produce reports for GST returns and board as required. | Financial records and information are kept up to date. | All financial information up to date and accessible. |
| Recording of cash transactions and banking of cash. | Handling and weekly banking of cash. | Accurate cash management. |
| Managing monthly explorer trips for community members. | Administration and planning of monthly explorer trips. | Explorer trips are well run and well attended. |

| Monthly | | |
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| Responsibility | Performance indicator | Outcome |
| Petty cash reconciliation. | Petty cash reconciled and coded for financial spreadsheet. | Petty cash records are accurate. |
| New World account reconciliation. | New World account reconciled and coded for financial spreadsheet. | New World account records are accurate. |

| Every two months | | |
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| Responsibility | Performance indicator | Outcome |
| To keep visitor sign-in forms updated. | Fresh sign-in forms available and completed ones filed. | Visitor information is collected. |
| To record house, activity, and volunteer statistics as required by the trust for funding and other purposes. | Spreadsheets for all required statistics are maintained. | Information relevant to funding applications and accountability reports is easily accessible. |
| To produce reports for GST returns and for the board. | Reports are generated. | Reports are produced in a timely manner. |

| Quarterly | | |
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| Responsibility | Performance indicator | Outcome |
| In consultation with House Coordinator to develop and update job descriptions as required for volunteer positions, and to develop and update volunteer rosters. | Work with House Co-ordinator to ensure volunteer job descriptions remain relevant, and to prepare rosters and remind volunteers of upcoming duties. | Volunteer information is up to date. |
| Managing volunteer positions on the Volunteer Canterbury website. | Information on volunteer positions is up to date. | Information on volunteer positions is accurate. |
| Planning of bulletin delivery. | Volunteers receive the information they need to deliver the bulletin. | Bulletin is delivered on time and to the right locations. |
| Invoicing for bulletin advertising and other as required. | Advertisers are invoiced. | Invoicing done regularly and payments tracked. |

| Annually | | |
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| Responsibility | Performance indicator | Outcome |
| With the CDW/TL, assess volunteer and community member satisfaction. | Conduct surveys of community members and volunteers. | Reports on the satisfaction of community members and volunteers. |
| Work with treasurer on end of financial year accounts review. | Gather all relevant documentation to send to the accountants. | Annual accounts are sent to accountants for review. |
| With treasurer, ensure that the financial system is set up correctly at the start of each financial year. | Set up new financial year accounts on financial system. | Accounts are accurately kept between financial years. |

PERSONAL PROFILE

The Office Coordinator will:

- Be able to prioritise work and remain calm under pressure
- Be well organised and have excellent time management skills
- Have a high level of competence in Microsoft Office applications, particularly Word, Outlook, and Excel
- Have strong communication skills
- Be a team player
- Have good attention to detail
- Deal with a wide variety of people in a calm respectful manner
- Be hardworking and honest

SALARY

This is a living wage position. The living wage rate is currently \$23.65 per hour.