

## *Situations Vacant:*

# **ADMINISTRATOR**

## **Sole-Charge / Permanent Part-Time**

- Work from home – must have good internet access
- Enjoy a flexible working schedule that is project driven – averaging 12 hours per week
- An empathy for the needs of women in ministry and cross-cultural inclusiveness
- Autonomous and varied role using all your administrative and management skill set

The Council for the Anglican Women's Studies Centre is seeking an experienced Administrator to be the glue that holds everything together in this dynamic part-time role.

The AWSC Council is a committee of six women from across Aotearoa, New Zealand and Polynesia that was established to serve and advance the interests and needs of women in ministry and theological education within The Anglican Church in Aotearoa, New Zealand and Polynesia. The Council is seeking to appoint a part time experienced Administrator to provide administrative support to this three tikanga committee and drive the Council's projects on its behalf. You will be a self-starter with a 'can do' attitude, highly effective organisational and communication skills, with excellent judgement and personal integrity.

The successful candidate will be able to demonstrate the following essential requirements.

- Experience in providing administration support, including taking minutes, preparing agendas and newsletters, report writing and demonstrating excellent communication skills.
- Arrange flights, rental cars, accommodation, catering, venues and resources for the Council, Link Representatives and Council guests throughout Aotearoa New Zealand and Pasifika.
- Excellent time management skills including a proven ability to manage multiple competing work priorities.
- Event planning and budget management experience required
- Advanced Microsoft Office skills, including Word, Excel, PowerPoint & Publisher
- Demonstrate cultural competence and understanding of the significance of inclusiveness and equality within a three tikanga church.
- An affinity towards the values of The Anglican Church in Aotearoa, New Zealand and Polynesia.
- Are a New Zealand citizen or have an appropriate permit to work in New Zealand if New Zealand based.

What you need to succeed:

- Have a friendly and professional communication style.
- Ability to build and foster relationships through email communications.
- Enjoy interacting with people and cross cultural interactions.
- Known for your attention to detail without losing sight of big picture initiatives.
- Anticipating needs is second nature and you are always one step ahead of the pack but able to switch gears and adapt as necessary.
- Strong organisational skills, calm and competent manner.
- Be willing to travel throughout Aotearoa New Zealand and Polynesia occasionally.

If you believe that you have the experience, skills and qualities to succeed in this role then please send your covering letter and curriculum vitae to:

**Reverend Michael Hughes, General Secretary**

**General Synod Office - The Anglican Church in Aotearoa, New Zealand & Polynesia**

[gensecm@anglicanchurch.org.nz](mailto:gensecm@anglicanchurch.org.nz)

**Applications close 3pm, Friday, 18<sup>th</sup> January 2019**