



AOTEAROA/New Zealand

**Job description Division:** Organisational Support  
**Job title:** Organisational Support Coordinator

**Valid from:** March 2021

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**Reports to:** Organisational Support Director  
**Key relationships:** Executive Director  
Fundraising Director; Programme Director  
GPAo Board  
People & Culture Advisor  
Finance Manager  
Finance Assistant  
**Key GPI relationships** Learning & Development team

#### **OVERALL PURPOSE OF THE JOB**

The purpose of the Organisational Support Coordinator is to provide effective coordination and administrative support in four key areas of the organisation.

The four areas of focus for the Organisational Support Coordinator role are:

1. Provide administrative support for the Executive Director and the Senior Management team.
2. Coordinate and provide administrative support for the Greenpeace Board and Greenpeace Educational Trust.
3. Support the Organisational Support Director by overseeing all building and facilities work.
4. Provide administrative support for the People & Culture team with recruitment; and learning & development projects.

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#### **Support to the Executive Director**

Pro-actively co-ordinate and support the Executive Director's (ED) activities, including:

- Diary management.
- Set up internal and external meetings for the ED as required.
- Arrange regular 1-2-1 meetings for staff reporting to the ED.
- Coordinate the travel of the ED.
- Administer the ED's expenditure including expense claims.
- Track and manage incoming and outgoing correspondence, and draft correspondence
- Undertake other tasks as requested

### **Senior Management Team Support and Organisational support**

Under direction of the Organisational Support Director (OSD) or Executive Director (ED):

- Provide support to the SMT by organising SMT meetings and agendas. Take minutes and circulate in a timely fashion.
- Monitor the SMT working calendar, maintain processes and systems that will keep track of agreed actions, and plans.
- Ensure SMT are given advance notice of deadlines, and foresee roadblocks and barriers to completion ahead of time.
- Provide support to committees and ad hoc working groups of SMT as required.
- Agree and publicise agendas for monthly staff meetings.
- Organise key organisational events including away days, meetings, and celebrations.
- Keep track of the annual organisational planning and reporting timetable.
- Undertake or support work on organisational projects as required by the OSD.

### **Governance support**

Under the direction of Executive Director (and Board Chair where applicable), provide secretarial and administrative assistance to the Board, Board Subcommittees, GPET, AGM, AGM Committees and Voting Assembly, including:

- Organise and prepare Board meetings, Sub Committee meetings, the GPET AGM and the GPAo AGM as per the schedule.
- Support sub committees of the Board and the Voting Assembly.
- Arrange venues, travel, accommodation, refreshments and administer expense claims for Board and Voting assembly members.
- Draft agendas, compile and circulate papers and take minutes of meetings
- Organise inductions for new trustees and non-executive directors
- Be the central point of communication to the Board and Voting Assembly
- Maintain up to date statutory records including registers of Members, Directors and Secretaries
- Monitor governance budget

### **Building and facilities management**

- Oversee all building and facilities matters, including organising building and maintenance work, updating the Operations manual, and relevant project work.
- Maintain and establish relationships with contractors and suppliers.
- Ensure all appropriate safety regulations are met and that the Operations manual is kept up to date as it relates to the functioning of the building.
- Support the Organisational Support Director to manage the building maintenance budget, and ensure that the long term maintenance plan is delivered on.
- Provide general administrative support to the organisation for shared supplies such as stationary and other consumables.
- Manage the ordering and receiving of all supplies, ensuring that everything ordered is received and where necessary provide packing slips to the Finance team.

### **People and Culture support**

- Provide general administrative support to the People & Culture Advisor for the recruitment process of all GPAo staff. This includes but is not limited to:
  - Admin support of the recruitment platform for managing job vacancies and advertising.
  - Coordination of interview scheduling for office staff recruitment.
  - Onboarding support for new staff - collate and provide all onboarding documents to successful applicants (either via email or post).
  - Be the central point of communication for all new joining staff.
- Provide administrative support for the organisation wide Learning & Development programme. This includes but is not limited to:
  - Supporting content creation.
  - Scheduling and coordinating training sessions and undertake research on different sessions as required.
- Provide administrative support for the Health, Safety and Wellbeing Committee. This includes but is not limited to:
  - Organising meetings and agendas, take minutes and circulate in a timely fashion.
  - Monitor the HS&W committee working calendar, maintain processes and systems that will keep track of agreed actions, and plans.
  - Support the Organisational Support Director by ensuring that the Risk Register is kept up to date and any actions are completed.
  - Work with the People & Culture advisor to ensure the Health, Safety and Wellbeing procedures are up to date for new staff inductions.
  - Undertake or support work on People and Culture projects as required by the OSD.

### **Health and Safety**

- Ensure all contractors who are working at GPAo are aware of and adhere to health and safety policies, processes and procedures.
- Participate in health and safety training as required.
- Actively identify and report, in a timely manner, any hazards in my work area, or in the work area of my team.
- Work with a health and safety representative to put in place appropriate actions to manage the risk(s) created by the identified hazard(s).
- Ensure all volunteers and contractors in my team are properly trained to undertake the duties of their job in a safe manner.
- Actively raise and discuss health and safety matters in a timely manner.
- Comply with the requirements as set out in applicable health and safety legislation.
- Participate in rehabilitation programmes as required.
- Participate in health and safety initiatives as required.

### **Essential competencies**

- Ability to organise and prioritise own workload with minimal supervision.
- Experience developing, operating and maintaining effective organisational and administrative systems.
- Advanced ability in Microsoft Word, Powerpoint, Excel, Google suite.
- Ability to work with speed, accuracy and attention to detail.
- Proven ability to work with confidential and sensitive information.
- Excellent minute-taking and drafting skills.
- Takes personal responsibility and shows a high level of initiative.

### **Preferred competencies**

- Personal belief in and support for Greenpeace's mission.
- Awareness and understanding of the Treaty of Waitangi in New Zealand society.
- A high standard of written and verbal communication.
- Project management.
- Build and manage relationships with providers, consultants.
- Works confidently and effectively with colleagues at all levels and from all backgrounds.
- Creative and flexible in finding solutions to problems.

### **Work environment**

- This full time role (37.5 hours per week) is based in our Auckland office and has flexible working hours.
- GPAo is currently undertaking a flexible working trial which has Tuesday/Wednesday as working from office days, and Monday/Thursday/Friday as either work from office or home. This trial will be evaluated in December 2021 and could result in a change of expectation for working from office days.
- As this role has responsibility for our building management, on occasion the Organisational Support Coordinator may be required to work from the office on days that are not working from office days.
- Flexibility is required for global project work and training

### **Qualifications and Experience**

- At least two years experience working in one or more of the following roles: an executive or personal assistant; a human resources or people and culture administrator; office or facilities manager; or other similar role.