



# Forest & Bird

TE REO O TE TAIAO | *Giving Nature a Voice*

## Centennial Project Administrator

<b>Team</b>	Projects, Branches & Networks
<b>Grade</b>	10
<b>Reports to</b>	Project Manager, Centennial Celebrations
<b>Location</b>	National Office, Wellington
<b>Created</b>	January 2023

<b>Role Purpose</b>	To undertake to a high standard a comprehensive range of administrative duties assigned by the Project Manager to support the successful delivery of the Centennial programme of works. This includes supporting the planning and delivery of a range of high quality events for Forest & Bird across the country.
<b>Contract Type &amp; Duration</b>	Fixed term, 1 year. Part time.
<b>Direct Reports</b>	None.
<b>Budget Delegation</b>	None.

## Forest & Bird

Forest & Bird is Aotearoa / New Zealand's leading independent voice for nature. Our aim is to protect and restore our unique wildlife and wild places whether they are on land or in our oceans. We're a community based, incorporated society that has a voice in communities throughout the country. We also advocate to local and central government and we stand up for nature in our courts. We are the only organisation that does this.

As an independent society we rely on public funding and support from our members. Therefore, promotion of Forest & Bird, its role in our society, its work and successes, is key to its ongoing effectiveness as an organisation with a strong membership and financial base.

## About the Role

2023 marks 100 years of Forest & Bird's existence as a voice for nature in Aotearoa / New Zealand. To celebrate this milestone, we have planned a year of events, activities and engagement dedicated to celebrating our special history, achievements and supporters that made it all possible. This role is an important part of the team responsible for delivering the centennial programme of works and will directly support the Project Manager during the centennial period. The role provides essential administrative and event management support across the country and organisation, as directed by the Project Manager, to ensure the successful delivery of the celebrations.

## Critical Success Factors

Broad Area of Responsibility:	Description:
<b>Project Manager Support</b>	<ul style="list-style-type: none"> <li>• Providing proactive, dedicated and reliable administrative support to the Project Manager, Centennial Celebrations.</li> <li>• Assisting with all aspects of administrative coordination and logistics including the management of centennial diary, emails and other correspondence as directed by the Project Manager.</li> <li>• Ensuring the Project Manager is aware of any and all matters that may stir media or political interest, reputational concern or any other issues, and that they are prioritised.</li> <li>• Ensuring the Project Manager is kept abreast of all matters where there are Health and Safety factors or risks involved.</li> <li>• Coordinating between business groups and staff in resolving centennial related administrative problems and progressing event related work.</li> <li>• Supporting the scheduling and coordination of meetings, events and other similar activities as required.</li> <li>• Assisting with other general workload management including screening calls, following up with internal and external stakeholders and providing general administrative support such as printing, scanning, contacting various suppliers etc.</li> <li>• Undertaking further research or collecting information when requested to support Project Manager's decision making where questions or issues arise. This may involve contacting appropriate people, developing and coordinating background material, and summarising information.</li> <li>• Support the functioning of and delivery of work by the centennial Working Group including attending and assisting with coordination of all Working Group meetings.</li> </ul>
<b>Event coordination support</b>	<ul style="list-style-type: none"> <li>• Provide proactive and reliable administrative and logistic support for the planning, design and delivery of centennial events on time and within budget.</li> <li>• Conduct research and gather information to assist the Project Manager or relevant event leader with negotiating supplier contracts.</li> <li>• Organise facilities and support the management of event details such as décor/setup, catering, entertainment, transportation (where required), venue, invitee list, dietary requirements, special guests, equipment and promotional material.</li> <li>• Where tasked, serve as liaison with certain vendors for event related matters.</li> <li>• Support the coordination of staff activities as they relate to events.</li> <li>• Proactively support the resolution of any arising issues on the event day.</li> </ul>

	<ul style="list-style-type: none"> <li>• Providing logistical support to distribute materials in a timely manner.</li> <li>• Promote new ideas to improve the event planning and implementation process.</li> </ul>
<b>Travel Coordination</b>	<ul style="list-style-type: none"> <li>• Maintain a central record of Forest &amp; Bird travel arrangements (in liaison with the Receptionist and Board Administrator) for all staff and Board members attending centennial events.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Demonstrate through own actions a commitment to Health &amp; Safety at work when undertaking work or observing others in the workplace.</li> <li>• Taking reasonable care for personal safety and wellbeing in all Forest &amp; Bird workplaces, project sites, lodges, and if and when driving vehicles.</li> <li>• Acting in accordance with all reasonable Health and Safety instructions, policies, and signage making sure that acts or omissions do not adversely affect the safety and wellbeing of yourself or others.</li> </ul>

At Forest & Bird there will be times when we all pitch in to do additional tasks that are outside our regular roles. This forms part of our culture and celebrates our values of Collaboration, Courage and Professionalism.

At Forest & Bird, all staff are encouraged to contribute to continuous improvement: to support innovative thinking, smart work practices, how we engage across teams, and the overall culture and work environment.

## Key Relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Project Manager, Centennial Celebrations</li> <li>• Centennial Working Group</li> <li>• Media &amp; Communications Team</li> <li>• Branch Network Support Coordinator</li> <li>• National Projects Team</li> <li>• Other staff as and when applicable to individual centennial events</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Centennial contractors and service providers such as event planners, caterers, venue owners, technology providers etc.</li> <li>• Key partners who are invited to events (or their assistants)</li> <li>• Other guests who are invited to events</li> </ul>

All staff are expected to develop professional relationships with other staff throughout the organisation during their tenure at Forest & Bird.

## **Skills / Experience / Attributes**

- Proven experience delivering exceptional results in administrative, assistant or project support roles, OR previous experience in event coordination or roles with similar event management responsibilities.
- Trustworthy and responsive to the needs and directions of the Project Manager
- Proactive and resourceful, uses initiative to solve problems and achieve results
- Agility to respond to changes in priorities
- Highly organised, disciplined and capable of managing competing priorities while remaining composed
- Strong attention to detail
- Excellent interpersonal skills, with the ability to relate across the organisation, with third parties, and a diverse range of stakeholders
- High level of verbal and written communication
- Extensive experience with Microsoft Office suite, online systems and maintaining accurate electronic records
- Flexibility to work overtime during peak work periods, or as workload demands, including supporting the occasional running of events outside of standard office hours
- Support and help deliver a positive workplace culture
- Some familiarity with Te Ao Māori including, for example Te Reo Māori and tikanga is desirable.