

Executive Assistant: Membership and Advocacy

NZSTA purpose

Our mission is to lead and strengthen school governance in New Zealand.

To this end, NZSTA wants all state and state integrated schools effectively governed by a school board whose primary focus is every student achieving their educational potential.

What we do

NZSTA is a membership-based national organisation representing the interests of its member boards. Membership of NZSTA is open to school boards of any state or state integrated school.

NZSTA has a contract with the Ministry of Education to deliver a fully integrated range of services free to all boards to support and enhance boards' capability in governance and employment. NZSTA is also an active party in relevant education related decisions and national policy formulation and works alongside the Ministry of Education in negotiating Collective Agreements with unions.

Our values

- High – Expectations
- High – Trust
- High – Transparency
- High – Accountability

Position purpose

The Executive Assistant (Membership and Advocacy) is a role dedicated to the coordination of key membership and advocacy activities for the Office of the President. This position holds the responsibility of being the primary contact for NZSTA members and key sector agencies who have business and/or relationships with the NZSTA President.

This role reports to the Director Shared Services, however, has a primary working relationship with the NZSTA President (elected role of members)

Position Details

Responsible to	Director Shared Services
Accountable to	NZSTA President NZSTA Regional Executive & Member Boards
Functional relationships	Chief Executive Officer Executive Assistant to President and CEO NZSTA Staff
Staff	N/A

Key Responsibilities

Membership Activities

Coordinate and support the NZSTA President with work programmes related to membership and advocacy

- Act as first point of contact for prospective and current members for all matters relating to the Office of the President
- Work with the Shared Services teams to create member information packs and conduct the annual membership renewal, noting key targets for membership uptake
- Maintain Salesforce (NZSTA database), ensuring all members' (schools) information is accurate and up to date
- Ensure an understanding and application of NZSTA constitutional requirements as they relate to membership and membership activities
- Maintain and update the membership portal of the NZSTA website
- Liaise, collaborate and coordinate activities with identified NZSTA staff to ensure that membership-based requirements are completed in a timely fashion
- Advise the NZSTA President of membership work programmes.

Regional Executive Chairs

- Provide support for the Regional Chairs in relation to their roles and responsibilities; meeting fees and events etc.
- Coordinate and administer the Recognition of Service certificates for board members
- Ensure that Regional Newsletters are completed in a timely fashion including gaining approval from the NZSTA President
- Work alongside the President to provide meeting coordination and secretariat support (inc. minute taking) for the Regional Executive Chairs meetings which are held 4 times a year (outside regular business hours)
- Process claims and invoices relating to regional activity in a timely manner
- Work with the Regional Chairs to provide administrative support for regional events, including design and publishing of publicity materials and post event reporting.

Sector Reference Groups Secretariat

- Work with the President and other sector EAs to provide meeting coordination and secretariat support for relevant reference groups including, but not limited to:
 - Rural Education Reference Group (RERG)
 - Police Education Partnership (PEP)

Note: meetings for each group average 2-4 per year.

NZSTA and Crombie Lockwood Board Member Study Awards

- Ensure the coordination and administration of the awards including ensuring required templates and forms are up to date, the selection panel has been determined and confirmed, and the candidates have support
- Work with the communications team to arrange for promotion of the awards in STA News and other membership communication channels.

Accounts and Finance

- Liaise with the Director Shared Services on issues relating to financial processing, ensuring the President is aware of any anomalies
- Ensure Regional Executives receive monthly budget updates. Produce quarterly reports for all regional activity including budget spend, and complete annual collation of regional budgets and plans for approval by the NZSTA Board.

Advocacy

- Prepare government or other agency submissions to ensure NZSTA/School Board contribution is timely and effective (including coordination/research/information searches, review by President) and achieve necessary deadlines.

- Work with the President and NZSTA Communications and Marketing Lead to deliver the monthly membership publication and Membership Matters newsletters
- Monitor parliamentary alerts for upcoming Bills or Select Committee Inquiries. Review and make recommendations for submissions to the NZSTA CEO and President
- Environmental Scanning: Monitor the media for articles or posts relevant to NZSTA and alert the NZSTA President and CEO and identify potential items of interest for STA News. Scanning may include:
 - Govt education policy
 - Fuseworks Media aggregator
 - Parliamentary alerts
 - Social media channels and groups
 - Facebook (social media platforms) – VIPs in Education; New Zealand School Boards; Secular Education Network (NZ); RERG - Rural Education Reference Group (public page and members' group)
- Budget analysis – Vote: Education
 - Check Budget Statement in December-January each year
 - Attend Budget announcement /speech (Parliament TV)
 - Download documents from Treasury & Ministry of Education websites
- Work with the President and Communications Lead to draft and distribute media releases
- Design, publish and analyse surveys of member boards on issues of importance to the sector when requested by NZSTA President.

Project Management and Events

- Support projects as directed to meet the prescribed goals and objectives within time and budget
- Work alongside the Executive Assistant (President and CEO) providing support to the President and external providers for delivery of the NZSTA annual conference
- Work with the President and Executive Assistant to support the Annual General Meeting (AGM) process and event.

General

- Work with the Shared Services team to support other business requirements as agreed with President and Director Shared Services.

Health and Safety

- Participate in NZSTA Health & Safety activities and act in a responsible and safe manner at all times (in accordance with NZSTA Health and Safety Policy and procedures).

Working Conditions

- Occasional domestic travel and weekend work is required
- Role is based fulltime in NZSTA National Office, Wellington.

Person specification

Skills and experience required

- Proven primary liaison and co-ordination experience in a similar environment
- High standard of verbal and written communication
- Intermediate to advanced knowledge of MS Suite and working with databases
- Excellent interpersonal skills with the ability to develop good relationships with stakeholders at all levels
- Capability to self-manage and prioritise work to ensure deadlines can be met
- Secretariat experience (e.g. minute taking)
- Understanding of and need to maintain confidentiality and/or discretion
- Experience within the Association/Not-for-Profit and/or Education sector would be advantageous.

Personal qualities/attributes

- Deliver work with a high degree of professional integrity
- Calm under pressure
- Resilient with a positive disposition
- Display a willingness to learn, develop and maintain knowledge and skills
- Proven ability to participate as a positive, effective team member
- Understanding of and commitment to giving effect to Te Tiriti o Waitangi and tikanga Māori including comfort in a reo Māori environment.