


Scope of Work	
Position Title	Centre Coordinator - Taranaki
Reports To	Business Services Manager Chief Executive
Service Directorate	Member – Administration Team Coordinator – Centre Staff Liaison – with Centre Committee, and Senior Management Team
Delegated Authority	This is the “Senior Staff” role at the Centre and will have delegated authority to make decisions in areas of operations and finance relative to the scope of the role within Budget and Policy. Authority is given by the Chief Executive, the Centre Committee and in partnership with the Service Delivery leaders, This role will be informed about relevant activities including but not limited to: Financial, Volunteering, Committee Business, and any other information that may be required to ensure operations of the Centre
Direct Reports	No staff reports <i>Staff report to Service Leaders - however this role has oversight of all centre activity, staff at the Centre, and is the Leader of the team.</i>
Responsible For	Coordination of the Operations of the Centre including: Administrative service of the Centre; Engaging with the Community to promote the Cancer Society; Supporting the smooth operations of the Centre; Supporting all Centre staff in their roles; Maintaining <i>sound budgetary control</i> ; <i>Promoting</i> Equity; Supporting the Committee of the Centre
Internal Relationships with	Centre Staff CD Management team and other CD Staff Members of the Centre Committee Volunteers
External Relationships with	Supporting relationships with: Sponsors & Funders; Business and Community Leaders; Community Groups; Other Cancer Service providers
Hours of Work	This is a full-time role of 37.5 hours per week



About the Cancer Society	
Our Vision, Te Matakite	Working together towards a future free from cancer
Our Mission, To mātou koromakinga	To reduce the incidence and impact of cancer <i>The Cancer Society is committed to working with our communities by providing leadership and advocacy in cancer control with core services in Community Health, Support and Information Services, Research and Advocacy</i>
Our Foundation	Te Tiriti o Waitangi
Equity Charter	<p>Our Equity Charter guides our approach to our mahi</p> <p>Te Tiriti o Waitangi – Commitment and application of Te Tiriti o Waitangi is evident throughout the organisation</p> <p>Kotahitanga – Everyone is aware of and enabled to address inequities</p> <p>Mana Taurite – Equity is embedded in all policies, structures, systems and services</p> <p>Matauranga – CSNZ funded research improves equitable cancer outcomes across the continuum for all new Zealanders</p> <p>Whaitaua – CSNZ advocacy improves equity outcomes across the continuum for all New Zealanders</p> <p>Haepapatanga kit e Hapori – accountability mechanisms are embedded throughout the organisation</p> <p>Mahi Arataki – our equity strategies are sustained and responsive to changing equity needs</p> <p>Kaitiakitanga – sustainable and eco-friendly processes are embedded throughout the organisation</p>
Federation	<p>The Central Districts Division includes the 5 Centres of Taranaki, Whanganui, Manawatū, Hawke’s Bay and Gisborne.</p> <p>It is a part of the Federation of the Cancer Society of New Zealand</p> 



Key Tasks & Results Areas – Mahi Kawenga	
<p>KPIs</p>	<p>The following KPIs are the basis of expected performance of this role</p> <ul style="list-style-type: none"> • Admin tasks are completed to facilitate a smooth operation of the Centre • Reports and papers are available on time and without significant error to the Committee, to the CE and BSM and to the Service Management team (SMT) • Staff acknowledge they receive timely responses to requests and questions, and that potential issues are proactively addressed to maintain the smooth and effective operation of the Centre, elevating to Service Managers, BSM and CE as necessary • Staff have confidence in the co-ordination provided, which fosters a positive and supportive team culture • The local community is aware of and satisfied with the services delivered
<p>Division Contribution</p>	<ul style="list-style-type: none"> • Attend Central Districts Division workshops and meetings <i>as may be directed</i> • Engage with other Centres and Divisions of the Society to enable the Division to meet its client and staff obligations, and our Mission • Positively support the work of the Division and the national organisation • Maintain the integrity of the Brand of the Cancer Society • Liaise regularly with Divisional Service Managers/Leaders • Facilitative role in meeting Division goals, targets, and service standards. • Assist with / prepare for the Centre and the Centre Committee any annual operational plan to deliver on Centre and Divisional KPI's and expectations • Assist with development of Annual Report and AGM • Support staff with the maintenance of documentation - Risk Register, Health & Safety reporting, contracts, and other key documents and records • Ensure the Centre and Services comply with Cancer Society position and policies • Centre complies with all applicable and appropriate legislation (e.g., Incorporated Society, Health and Safety, Employment Relations, Privacy Acts)



<p>Supporting Local Activity</p>	<ul style="list-style-type: none"> • Work with Service Delivery Managers to ensure Centre delivers services to agreed standards • Work collaboratively with Centre Committee to evaluate and address local needs or other identified projects and programmes • Regular Centre Committee meeting agendas prepared, minutes kept, reports provided and follow up work undertaken • Support is provided to local staff in: <ul style="list-style-type: none"> ○ Fundraising ○ Supportive Care ○ Cancer prevention ○ Volunteer services • Promote a positive local reputation • Work with Centre Committee to build and maintain key community connections for the well-being of the Cancer Society • In liaison with the CE to make appropriate media statements relating to cancer matters
<p>Centre Administration</p>	<ul style="list-style-type: none"> • Ensure that invoices are stamped, coded and then forwarded to accounts department at Addis House • Work with CD Admin staff to ensure smooth operations of the Division and centre • Reconcile monies received, EFTPOS and cash banking with bank statements • Maintain petty cash levels as needed for the Centre • Process memorial money and send acknowledgements for all donations and gifts received • Participate in all appropriate Centre meetings and events • Arrange catering services for Centre meetings and functions • Maintain a directory of all committees, staff details and other Cancer Society contacts for the Centre • Manage mail merges, databases and other records efficiently • Maintain and order stationery, postal, cleaning and bathroom supplies • Arrange collection and posting of mail • Ensure office equipment is functional and regularly maintained • Maintain a key register and building security functions • Operate an effective meeting room hiring service • Ensure property maintenance for the Centre (including vehicles) is up to date • Oversee reporting of Health and Safety for the Centre if required, ensure that the weekly shuttle/transport lists are collated and liaise with affected parties (staff, drivers or clients) • Assist with reports and support for the Centre Committee meetings as required



	<ul style="list-style-type: none"> • Coordinate and help deliver a warm and welcoming reception for face to face, electronic and phone clients and their families • Ensure the phones are answered promptly and that regular clearing of messages and emails occurs during the day • Ensure accurate messages are taken down and passed promptly to the staff member concerned • Ensure the reception area is clean, tidy and inviting • Manage the display of stock to maximise sales • Any other tasks that may be required
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Person Specifications	
Qualifications	<ul style="list-style-type: none"> • Relevant Leadership Qualification OR comparable experience is desirable but not essential • Competence in all aspects of Administration • Full NZ Driver Licence
CSNZ/NFP	<ul style="list-style-type: none"> • Understanding of Not-for-Profit Sector • Understanding of the Federated model of the organisation • Ability to lead and coach a team to achieve a high standard of service delivery • Prior experience or awareness of the role of the Cancer Society of NZ – Nationally and Locally • Ethics and personal standards that are compatible with the Cancer Society
Abilities	<ul style="list-style-type: none"> • Public speaking skills • Strong interpersonal skills • Strong written and oral communication skills • Able to prioritise competing work demands and able to work under pressure and to deadlines • Enjoys working with people, easily establishes rapport and maintains positive and respectful working relationships • Demonstrates a willingness to proactively engage with and an ability to adapt approaches to meet the needs of different cultures • Ability to network, build new relationships and work with others



Acceptance and Variation

From time to time, other duties, tasks, and work that are not stated in this Position Description may be required to contribute to the growth, operations, or the profile of the Division and its ability to meet the Mission of the Cancer Society and will be required for the performance of the position.

Travel to other areas is an essential component of the role and may be monthly/fortnightly/weekly or more often as may be required to maintain the operations of the Division.

Position Descriptions are reviewed at least every 2 years and subject to change as the organisation grows and develops.

I have read, understood, and agree to this Position Description

Signed _____

Name _____

Date _____

End