

Full-time or Job-share role

ARO TŪRANGA DESCRIPTION OF POSITION AND RESPONSIBILITIES

Kaiārahi huinga tāngata Te Apārangi Membership Coordinator

PŪTAKE TŪRANGA – POSITION PURPOSE

To coordinate and provide communications and administrative support to all membership groups associated with the Royal Society Te Apārangi, including Companions, Branches, Constituent Organisations, ECRs, Professional and Associate members, Student and Friends members, Affiliate Organisations and support the Academy structure for Fellows membership.

NGĀ TŪHONOHONO – RELATIONSHIPS

Reports to: Chief Operating Officer
Relationships
Internal: Academy & Operations team, all staff
External: All membership groups

MĀNGAI PŪTEA – FINANCIAL AUTHORITY

Authority for expenditure: Nil

TE MAHI - KEY TASKS AND ACCOUNTABILITIES

Provide administrative support in managing both the Society membership and Mailchimp CRM databases

- Maintain databases so that these are current and accurate.
- Ensure integrity and usefulness of information being entered.
- Perform database administrator tasks.
- Monitor the Membership inbox and respond to queries.
- Field Portal queries and troubleshoot issues.
- Support the Academy Executive Officer in relation to Academy and Fellowship administrative tasks

Enhance Communication channels and relationships with various membership groups

- Prepare, write and collate content for newsletters to varying membership groups.
- Publish membership and academy news on the website.
- Use Mailchimp for dissemination of newsletters and member notices.
- Prepare, load and maintain membership and academy information on website.
- Develop and maintain the Friends section of the website.
- Use social media effectively when required.

Other projects

- Promote membership of the Society, particularly from under-represented disciplines, sectors or demographics.
- Coordinate events for membership and academy groups as required
- Coordinate and minute Forums for membership groups (ECRs, Constituent Organisations, Branches and Companions)
- Liaise with and provide support to Council members who carry membership responsibilities
- Liaise with and provide support to the Academy Executive Officer (for the Academy Executive Committee)
- Liaise with and provide support to the Early Career Researchers forum (including monthly teleconferences).
- Liaise with and provide support to Constituent Organisations and Branches.
- Provide general administrative support as and when required.
- Provide general facilities support for the Facilities Hire Coordinator
- Provide general accounts/billing support in relation to membership for the Accounts Coordinator
- Provide general event support as and when required

Other duties as may be requested from time to time.

NGĀ WHANONGA PONO - COMPETENCIES

Teamwork

- Takes responsibility for creating a positive environment in which colleagues are able to work to their full potential.
- Builds co-operative relationships internally and externally and participates willingly in team activities.
- Contributes to team/organisational success
- Exchanges information freely and volunteers ideas that help
- Support s group decisions

Delivers Results

- Achieves results by following instruction from a range of individuals within the organisation
- Demonstrates initiative, creativity and innovation.
- Shows commitment to achieving at a high level at all times.
- Is self-motivated with ability to work with little or no supervision.

Relationship Management

- Relates well to people inside and outside the organisation and builds appropriate rapport.
- Has proven customer service skills.
- Positively interacts with staff and clients.
- Is proactive in relationship building.

NGĀ UARA - INTERNAL VALUES

Te whakaute Respectful

- We seek, embrace and value diversity;
- We are kind and we take an interest in others' wellbeing; and
- We are open to new ideas and we listen to others.

Ngā ture Proactive

- We plan and look ahead;
- We think ahead of the curve;
- We look for opportunities and anticipate problems;
- We accept mistakes; and
- We have a mind-set of growth, creation and innovation.

Te mahi tahi Collaborative

- We listen, share and embrace others views;
- We ask for input and offer assistance;
- We actively collaborate on projects to ensure the best outcome; and
- We actively build trust with internal and external stakeholders.

Te tika Acting with integrity

- We stand up for what is right;
- We listen;
- We tell the truth;
- We show discretion and respect confidences;
- We stand firm when required and follow through on promises and commitments; and
- We provide frank and fearless advice.

Te kotahitanga Convivial

- We are a whānau family of colleagues;
- We participate and we take an interest in the work of each other; and
- We support each other and celebrate success.