



FIFESHIRE FOUNDATION

Position Description

Position title	Programme Coordinator 0.6 FTE
Reports to	Kaiwhakahaere/Executive Officer
People reports	None
Key stakeholders	Board of Trustees, Applications Committee, other Foundation employees, Referral agencies, Funding organisations and businesses, Grant recipients of the Fifeshire Foundation, Donors and supporters, Volunteers.
Location	Split arrangement: Nelson-based office and work-from-home
Date	February 2022
About	<p>The Fifeshire Foundation is a charitable trust that gives assistance to people in Nelson Tasman who are in domestic crisis or hardship.</p> <p>We provide goods and services from local business and suppliers to people and families in need for personal needs, household costs, critical bills, health costs, and children's needs.</p> <p>See more at www.FifeshireFoundation.co.nz</p>
Mission	Looking out for locals in Nelson Tasman for over 25 years.
Position holder's name:	_____
Position holder's signature:	_____
Board of Trustees name:	_____
Board of Trustees signature:	_____
Date:	_____

Principal objectives

Manage the Grant application process

Provide the highest level of service to applicants and their families, funding organisations, and donors

Provide general administration and financial support

Establish and maintain effective working relationships with key internal and external stakeholders

Assist with fundraising activities and events

Key tasks and responsibilities

Tasks

Manage the Application Process

- Collating and reviewing monthly funding applications for consideration at each meeting
- Interfacing with funding applicants, their referees, and other individuals or organisations as appropriate regarding the applications
- Seeking any additional information required for the funding applications to assist the Trustees in their consideration of applications
- The oversight of any follow-up work required for each application
- Communicating to all applicants the funding application outcome
- Purchasing goods and services as required for successful applicants
- Outreach work to appropriate organisations and follow-through to market the funding programme
- Ensuring the Foundation's application information and form is accurate and current
- Review the application process and make administrative improvements and suggest further improvements for Board consideration
- Implement emergency funding programmes as needed, including the Covid-19 Emergency Grant Activities
- Building and maintaining relationships with agencies, organisations and businesses involved in funding applications granted by the Trust
- Assisting with updating of manual systems, Grant App, invoicing, receipting, tracking
- Creating efficiencies and better use of time on systems
- Improving the online application system for users
- Record keeping
- Assist with fundraising activities and events as required

General administration and financial support

- Provide general administration support
- Collect and process mail
- Answer telephone questions and direct public enquiries
- Responding to inwards and outwards correspondence as appropriate
- Keeping accurate, thorough records of the Foundation's activities both in hardcopy and in digital format and backed-up regularly.
- Taking minutes at Board and/or Committee meetings
- Tracking payments and matching expenses / reconciling payments and coding in Xero
- Support for special events and fundraising activities
- Coordination of social media and other marketing and promotional activities
- Other tasks as assigned by Kaiwhakahaere as time permits

Person specifications

Qualifications and experience

- Grant or funding management experience or relevant skills
- Demonstrated experience in administration and coordination, including finances, preferably in a not-for-profit environment
- Experience working with community and social service sectors
- Strong organisational skills and ability to work autonomously
- Strong client service ethic with internal and external customers, together with a high degree of personal integrity
- Demonstrated ability to operate in a high-pressure position
- Ability to report to a Board or Committee
- Ability to handle confidential client and management information in a sensitive and respectful manner
- High level of high level of communication skills including writing/editing for marketing and social media
- Experience with Infoodle or any data management system a plus
- Experience with Xero would be beneficial

Knowledge of charitable sector

- Possess an understanding of the nature and effects of family and child poverty
- Possess an understanding of the Nelson Tasman charitable sector
- Possess an awareness of the social context in which poverty and family crisis occurs
- Possess a commitment to the safety of applicants, their children, partners and families
- Familiarity with current legislation as it applies to the Foundation, including the Charities Act, Vulnerable Children's Act 2014 and other relevant legislation

Te Tiriti O Waitangi

Have a good knowledge of the Te Tiriti O Waitangi/Treaty of Waitangi and incorporate its values into the work of the organisation.

Personal behaviours and competencies

- High level of integrity, motivation, initiative, honesty, and reliability
- Flexibility in work practices and able to work with minimum supervision
- Respects the personal choices that people and families make, particularly in times of stress and difficulty
- Speaks and deals respectfully with people from all walks of life
- Proven ability to empathise with people
- Proven team player
- Able to work in a stressful environment and managing competing demands on limited time
- Comfortable working with donors and charitable foundation staff