



*We support churches to help children and young people discover Jesus and become life-long disciples who serve the world around them.*

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**Role:** Personal Assistant - Children and Families Team Leader

**Location:** Wellington

**Time allocation:** 12 hours per week

**Date:** May 2022

**Reports to:** Children and Families Team Leader

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#### **SUMMARY OF THE ROLE:**

This is an important role within the Children and Families Team. It is expected to assist the Children and Families Team Leader in a range of ways on a day-to-day basis and provide administrative support for the Children and Families Team.

#### **KEY RESPONSIBILITIES:**

TASK DETAIL	
Responsibilities	Key Tasks
<b>Personal Assistant to National Children and Families Team Leader</b> To assist the National Children and Families Team Leader on a day-to-day basis.	<ul style="list-style-type: none"><li>• To make bookings and follow up travel arrangements.</li><li>• To watch deadlines and help ensure they are met.</li><li>• To send out a prayer supporter's letter for the Team Leader 4 times per year as written by the Team leader.</li><li>• Other tasks as requested</li></ul>
<b>General Administration</b> To perform all tasks efficiently and on time.	<ul style="list-style-type: none"><li>• To keep the Children and Families Team calendar up to date.</li><li>• Respond to and follow through on requests from the Team. Send information and resources as requested.</li><li>• Collect and send information and resources to other staff and volunteers as requested.</li><li>• To take minutes as requested for the Children and Families Team and distribute.</li><li>• Work with and assist the financial team as required.</li><li>• Collect and collate statistics from staff for Children and Families National Leader and Governance.</li><li>• Keep volunteer and church information up to date in the SUNZ databases.</li><li>• Ensure prayer/praise needs are provided to the Prayer Adventure.</li><li>• Oversight of video, multimedia and resources.</li></ul>

	<ul style="list-style-type: none"> <li>Administration of the New Zealand Children’s Ministry Network website</li> </ul>
<p><b>Communication</b> To respond to people in a helpful and timely manner.</p>	<ul style="list-style-type: none"> <li>Respond to enquiries about general Children and Families programmes and training. These will come through the website, Facebook, email, phone and mail.</li> <li>To provide posts for the SUNZ Facebook page and Instagram regularly.</li> </ul>
<p><b>Events</b> To assist in planning, implementing and evaluating SUNZ Children and Families events.</p>	<ul style="list-style-type: none"> <li>Manage events <ul style="list-style-type: none"> <li>Set up events in Arlo database.</li> <li>Liaise with churches, people, schools and venues as appropriate.</li> <li>Collate information for advertising and assist and work with marketing personnel on brochures, website and publicity for individual events.</li> <li>Oversee Health and safety aspects of all events including team member processing when necessary - references and police checks completed and recorded in SUNZ databases. (some phoning of referees and volunteers required out of office hours).</li> <li>Maintain incident reporting for staff and governance.</li> </ul> </li> <li>Promote events <ul style="list-style-type: none"> <li>Extract mailing lists from databases and use them to promote events as requested</li> </ul> </li> <li>Manage attendees and volunteers <ul style="list-style-type: none"> <li>Manage and approve the registration of attendees.</li> <li>Reconcile payments of attendee fees.</li> <li>Follow up fees. Call attendees when there are major changes to events.</li> <li>Maintain communication with all volunteers as required and assist volunteers with processes required for leadership approval.</li> <li>Thank you notes to helpers after events.</li> <li>Create evaluation forms for attendees and volunteers using Survey Monkey.</li> </ul> </li> <li>Attend local events as needed by the Team Leader</li> </ul>
<p><b>SUPAkidz Clubs and camps</b> To assist with the programme and safety aspects as requested.</p>	<ul style="list-style-type: none"> <li>Manage communications with key leaders of SUPAkidz Clubs and provide resources as required</li> <li>Oversee Health and safety aspects of all clubs and camps including team member processing when necessary - references and police checks completed and recorded in SUNZ databases. (some phoning of referees and volunteers required out of office hours).</li> </ul>
<p><b>Greater SUNZ Involvement</b> Taking part in other SUNZ events where required.</p>	<ul style="list-style-type: none"> <li>Attend all Children and Families staff meetings where required.</li> <li>Attend the SU national staff retreat</li> <li>Participate in any other national or regional events as requested.</li> <li>Help with other general office duties as requested.</li> </ul>

