

Role Description

Property Co-ordinator (Auckland)



Last review date: November 2018

GirlGuiding New Zealand – *Ngā Kohine Whakamahiri O Aotearoa*

GirlGuiding New Zealand has been the leading girls' organisation in New Zealand since its establishment in 1908, when it led the world in being the first national organisation established specifically for girls and young women.

From these visionary beginnings, GirlGuiding New Zealand remains a values-based organisation which prepares girls for making the most of life ahead. Our aim is to help them develop skills, knowledge, values and a sense of adventure through an informal learning programme that's designed to be relevant to the interests of today's girls.

We provide a fun, safe environment where girls are encouraged to be themselves, discover their passions and potential, contribute to their community and form friendships.

Guiding continues to focus on giving girls and young women the opportunity to enjoy a wide variety of social, recreational and community action experience that encourage them to help themselves and help others. We are a girl-led organisation which means that girls choose their own Guiding pathway.

As a member of the World Association of Girl Guides and Girl Scouts, GirlGuiding New Zealand is part of an influential global community.

Our vision:

All girls and young women are valued, inspired and empowered to take action to change their world.

Our mission:

We enable girls and young women to develop into confident, adventurous and empowered leaders in their local, national and global communities.

Our goals:

Be considered the leading organisation for girls and young women in New Zealand, increasing our sphere of influence through growth and reach

Purpose of the role:

The role is responsible for the operational administration of GirlGuiding New Zealand facilities, ensuring they are well used and supported by the communities they serve.

Reporting structure:



GirlGuiding NZ has a team of approximately 1,300 volunteers and staff delivering programmes, activities and events to approximately 10,000 girls and young women each year. Refer to the organisational chart for an overview of the organisation’s team and structure.

Important functional relationships:

GirlGuiding New Zealand is a nationwide membership-based organisation which offers a range of programmes and opportunities that rely on the successful integration of the staff and volunteer functions.

This position has key functional relationships with:

Internal:

- National Facilities Adviser and Facility Coordinators
- Volunteers
- Operations Manager
- Operations Team
- Business Services Team
- Auckland, Hamilton and Wellington staff
- Property & Legal Advisor

External:

- Property Owners as applicable
- Existing & potential users
- Service Providers, suppliers & contractors
- Community Organisations
- SCOUTS NZ

Accountabilities:**Leadership**

- Continually demonstrate enthusiasm for the organisation's vision, mission and values; inspire others to achieve goals and assist colleagues towards high performance
- Be part of a successful team by maintaining a shared vision, sound decision making, open and honest communication, professional integrity, personal responsibility, a coordinated approach, continual improvement and robust processes

Strategy

- Proactively maintain and support the development of business processes.
- Prioritise and monitor workload.
- Provide advice to their manager in relation to work prioritisation and policy development and implementation

External relationship development and communication

- Develop and maintain effective relationships
- Communicate GirlGuiding New Zealand's decisions and achievements

Team support

- Support the Business Services Team and any functional and project teams in property related matters where required to help them be successful
- Maintain effective relationships with staff and volunteers
- Understand the wider environment in which GirlGuiding New Zealand operates

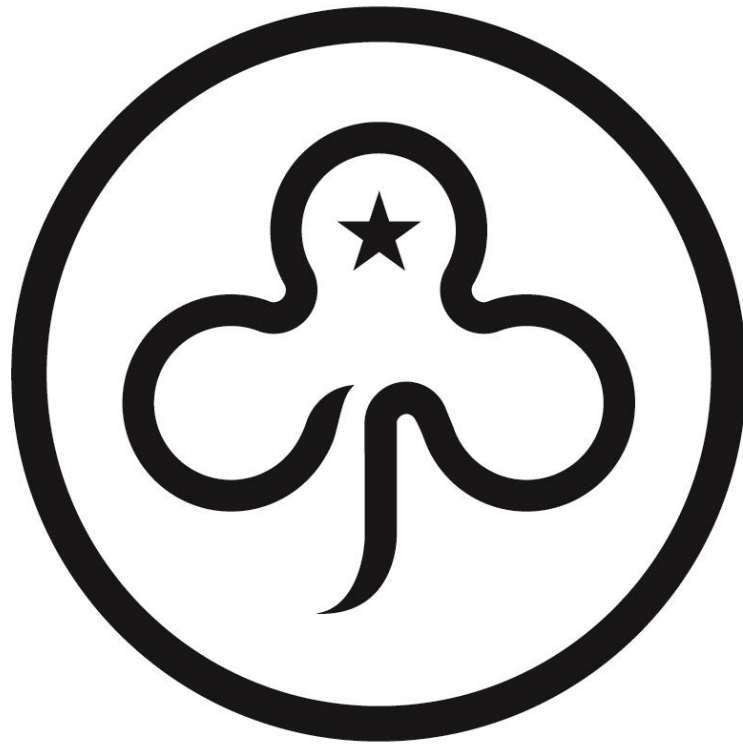
Health and safety

- Take responsibility for personal wellbeing in the workplace
- Compliance with health and safety policies and procedures to maintain a safe workplace
- Ensure that health and safety plans are operational including undertaking health and safety audits for GirlGuiding New Zealand facilities
- Ensure that any health and safety issues that are identified are documented and raised with the Operations Manager via email
- Ensure management committees and regular users are compliant with required reporting, and comply with health and safety responsibilities

Role specific responsibilities:

- Contribute to the effective delivery of activities and programmes through facilitation and coordination of GirlGuiding New Zealand facilities

- [Co-ordinate](#)



Girlguiding New Zealand

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the operational requirements of owned, leased and hired facilities

- Provide support and assistance for Facility Coordinators in the day to day management of Guiding properties and/or undertake the day to day management of Guiding properties where there is no Facilities Co-ordinator appointed
- Act as first point of contact for the Facilities Co-ordinators and Volunteers assisting with the facilities.
- Coordinate the procurement and booking of hire and storage facilities
- Coordinate the procurement of supplies, suppliers and contractors

- Actively participate in the financial management of the property portfolio. Provide administration support in the processing of invoices and their subsequent payment, following up with external parties or other property co-ordinators as appropriate.
- Monitor the use, condition and performance of both leased and owned facilities to ensure they meet GirlGuiding New Zealand goals and objectives
- Ensure facilities are well maintained and follow through on appropriate remedial action as required. Coordinate the delivery of planned and reactive maintenance
- Contribute to the administration of non-property assets and equipment (trailers and outdoor equipment)
- Assist in the development and implementation of property maintenance plans
- Ensure that health and safety plans are operational, and that users and service providers are compliant with required health and safety responsibilities
- Support volunteers with the jointly owned and managed facilities(Joint Management Committees)
- Help build and model great team culture
- Assist, support and respond, as required, to the development, review, management and any activation of a business continuity plan
- Respond to the changing needs of GirlGuiding NZ, performing tasks as reasonably required

Role specific competencies

- Sound knowledge of Facilities Administration buildings, maintenance and property related matters.
- Strong prioritisation and time management skills
- Proven planning skills
- Effective communication and relationship management skills
- Ability to problem solve and take accountability for own actions within area of responsibility
- Strong computer skills, including Microsoft Office Suite, in particular MS Word, Excel Outlook, and booking system software
- Ability to work autonomously
- Flexibility - as you will occasionally need to be flexible to attend some meetings after hours

General Competencies

- Leadership qualities – acts professionally; self-starter; risk assessor; good listener; demonstrates initiative
- Judgment – considers long-term impacts of decisions
- Collaboration – staff and volunteers work together in achieving common goals for the benefit of GirlGuiding New Zealand. Demonstrates a strong customer service and teamwork ethic
- Continuous improvement – supports positive change; actively promotes personal improvement; strives for excellence in all aspects of work

- Environmental awareness and appreciation of potential impacts of trends and legislation pertaining to the area of responsibility
- Relationships - establishes and maintains solid relationships with staff and volunteers
- Flexibility as you will occasionally need to be flexible to attend some meetings after hours

Qualifications and experience

- Facility or property administration experience in a non-residential environment preferred.
- Relevant experience in the day to day administration of property or facilities in a similar role required.
- Full clean and current New Zealand drivers' licence

Note: Role purpose, responsibilities and competencies may change over time. Role holders will be notified of any changes. Consultation will take place in the event of any material changes that affect the overall scope, function or possibly size of the role.

 Roleholder Name & Signature _____
 Date

 Manager Name & Signature _____
 Date

 Chief Executive Name & Signature _____
 Date