



EXECUTIVE OFFICER

- Part time, flexible hours
- Varied role with the ability to work from home

THE ORGANISATION

The Cognition Education Trust is the sole shareholder of the Cognition Education Group, a leading provider of local and international educational services, and continues the work of its predecessor the Multiserve Trust. For more than twenty years the Cognition Education Trust has been true to its vision of “contributing to the life chances of its beneficiaries, the young people of New Zealand, who are the future stewards of Aotearoa New Zealand’s social and economic well-being”.

The Cognition Education Trust is a registered New Zealand charity to:

- Create maximum impact for beneficiaries;
- Build a perpetual fund to sustain and facilitate increasing grants to beneficiaries;
- Exercise the responsibilities of its 100% shareholding in Cognition Education Limited.

THE PURPOSE OF THE POSITION

The purpose of this role is to support the Chair and Trustees by providing:

- Secretariat support for the Board;
- Grant management;
- Communications and brand management;
- Relationship management.

SKILLS & EXPERIENCE REQUIRED

- Post graduate qualification
- Experience in:
 - grant-making;
 - managing complex stakeholder relationships;
 - contemporary communications and operational skill-set (e.g. website, e-communications, social media, database management, publications, cloud-based file management);
 - board secretary role including management of Board processes;
 - Experience of the education sector would be an advantage.

PERSONAL ATTRIBUTES

- Professional approach.
- Analytical with strong critical reasoning and problem-solving skills;
- Effective oral and written communication skills;

- Strong business skills and financial acumen;
- Highly knowledgeable in relations to the functions of a CEO and Board and have proven skills in dealing with a Board and internal / external stakeholders.

If you interested in the role please send your CV by the 1 December 2017 to Anne Rodda, annerodda@cognitioneducationtrust.org who will receive applications on behalf of the Board.