



JOB DESCRIPTION

TITLE:	Executive Officer
REPORTS TO:	Chair
LOCATION:	Auckland
STATUS:	Part Time (30-80hrs per month, average 50 hours per month)
DATE:	November 2017

ORGANISATION BACKGROUND

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.

PURPOSE OF THE POSITION

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

- Secretariat Support to the Board of Trustees;
- Grant Management;
- Administrative, Compliance and Executive Services;
- Relationship Management.

KEY RELATIONSHIPS

Internal

- Cognition Education Trust (CET) Trustees

External

- Cognition Education Ltd (CEL) management and staff
- External service providers
- Grants applicants

KEY RESPONSIBILITIES

1.0 Secretariat – Board administration and support:

- Support the Chair and Deputy chair in all governance matters.
- Co-ordinate and support the Trust's Strategic Planning Process, apply the Trust current strategic plan and manage the operational delivery of the Trust's activities.
- Maintain the CET's Master Document and manage reviews as well as the maintenance of CET's annual governance work programme.
- Manage Board membership(s) in alignment with policy including induction of new members, meeting attendance and board member tenure.
- In conjunction with the Chair, publish and distribute meeting schedules, agendas and papers.
- Prepare regular and ad-hoc reports as required by the Board.
- Accurately record minutes of Board meetings and compile two monthly Action List.
- Manage budget and provide bi-monthly Profit and Loss Reports.
- Maintain a calendar of important dates for the Trust in conjunction with Cognition Education Ltd.
- Liaise with fund advisors and managers and organize bi-annual meetings for AMA Capital Management to report on investments.
- Maintain legal / business compliance documents such as the interest register and Annual Report.
- Ensure the records of CET are maintained in a compliant manner and can be recalled efficiently by authorized personnel.
- Ensure all activities are conducted in accordance with applicable legislation, Charities Act 2005, Employment Relations Act 2000, Fair Trading Act and associated legislation.

KPIs

- **Timely and accurate board reporting.**
- **Timely and accurate preparation of financials and compliance matters.**
- **Favourable Trustee Feedback.**

2.0 Communications and Brand Management

- Seek and deploy opportunities to express the CET's granting activities across appropriate channels.
- Regularly amend and update the CET's website to celebrate current and historic granting investments.
- Continue to develop the CET's stakeholder database.
- Ensure communication devices clearly and accurately illustrate the objectives of the CET.
- Deliver annual stakeholder sharing activity.
- Enhance the profile of the CET's work in the community.
- Ensure brand collateral is consistent with the vision and objectives of the CET.
- Actively manage distinctions between CET and CEL activities and branding to minimise confusion and address any overlaps that have the potential to undermine CEL's commercial activities.

KPIs

- **Timely communication of Annual Granting Projects through a mixture of channels.**
- **Favourable stakeholder feedback on communications and branding.**

3.0 Relationships

- On behalf of CET, sensitively manage the operational interface with CEL.
- Sustain a positive working relationship with CEL's CEO.
- Assist CEL, when requested and where appropriate, communicate the work of CET to promote the family's charitable status and ethos.
- Recognise the sensitivities that may arise in this relationship given CET is a charitable grantor in the education sector yet also CEL's 100% shareholder.

KPIs

- **Favourable stakeholder satisfaction.**

4.0 Grant activities

- Manage the granting function of the CET.
- Promote the opportunities for funding amongst stakeholders and potential grant seekers; communicate clearly to potential grantees the CET's criteria and consideration process.
- Co-ordinate and deliver granting rounds and/or other means to administrate the CET's granting.
- Monitor the granting activities to ensure compliance with all the CET requirements and policies.
- Co-ordinate the evaluation of the impacts and effectiveness of grant recipients.
- Showcase and celebrate the outputs of grant recipients.

KPIs

- **Trustee satisfaction with the process and the outcomes of granting activities.**

PERSON SPECIFICATION

Qualifications and Experience

- Post graduate qualification.
- Experience in:
 - grant-making;
 - managing complex stakeholder relationships;
 - contemporary communications and operational skillset (e.g. website, e-communications, social media, database management, publications, cloud-based file management);
 - company secretary skills including management of Board processes;
 - Some 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.

(NB: The Trust may consider splitting the role into A Grant making and B General management/board secretariat)

COMPETENCIES

Technical Competence:

- Demonstrates the range of experience and skills relevant to the role;
- Keeps abreast with trends in the sector;
- Seeks and applies new learning to achieve results;
- Actively works to continuously improve performance.

Results Orientated:

- Can be counted on to exceed goals;
- Steadfastly pushes others and self for results;
- Sets and delivers on priorities.

Relationship management:

- Able to build rapport with ease with a diverse range of people;
- Can be trusted to act with honesty and integrity;
- Can deliver messages with diplomacy and tact. Knows how to get things done in a complex world.

Team work:

- Supportive of other colleagues to achieve common objectives;
- Fosters open dialogue;
- Assists to create strong moral and spirit in team.

Communication:

- Effective oral and written communication skills;
- Demonstrates active listening and fosters open dialogue;
- Able to influence and persuade.

Project Management:

- Establishes a clear purpose and direction for projects;
- Sets up and monitors project timeframes and deliverables;
- Rectifies problems and ensures on time delivery of outcomes.