



The New Zealand Federation of Ethnic Councils Inc.
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www.New Zealand Federation of Ethnic Councils.org.nz

Position Details

Job Title: Executive Officer
Location: Wellington
Reports to: President, New Zealand Federation of Ethnic Councils
Hours: This position is dependent on funding. Currently the position is for 20 hours per week.
Please note: Due to the voluntary nature of the Federation, after hours work is inevitable
Applicants are asked to complete the application form and send that, accompanied by a current Curriculum Vitae to Secretary, New Zealand Federation of Ethnic Councils PO Box 4089 Hamilton. Applications will be received up until noon on 15th September 2006

New Zealand Federation of Ethnic Councils (Inc)

The Federation was established in July 1989 as an incorporated, non-government body, to act as an umbrella organisation for the ethnic communities of New Zealand. It has 13 Ethnic Councils located throughout New Zealand. Each Council has an executive committee that directs the Councils' operation. The Federation also has an executive council consisting of members of local Councils. The Federation operates with an approximate membership of 25,000, made up from 85 countries and 100 languages.

The Federation is the only pan-ethnic organisation operating in New Zealand. It's primary role is to advise, advocate, support and share information internally among the Regional Councils and New Zealand's Ethnic Communities and with key stakeholders including Office of Ethnic Affairs, Human Rights Commission, Centre for Cross Cultural Research and Asia/New Zealand Foundation. The challenge for NEW ZEALAND FEDERATION OF ETHNIC COUNCILS is to provide an opportunity for people from all segments of New Zealand's diverse society to address the challenges facing our multicultural communities at the start of the 21st Century.

Organisational Structure

The Federation is managed by an Executive Team consisting of:

- President
- Vice President
- Past President
- Secretary
- Treasurer

The Executive Officer is not part of the Executive Team and is the only paid officer in the organisation.

Purpose of Position

The purpose of the Executive Officer is to manage the office, to implement the annual business plan in conjunction with the Executive, to liaise between the Executive and the community, to undertake administration duties and to liaise with member councils. The Executive Officer will also be required to represent the Federation at meetings, as and when required.

The funding for this position relies on an annual grant from the Lottery Board, hence the position can only be on a year to year basis. The organisation's office is located in central Wellington.

1. Duties

- *Administrative Servicing*
Providing administrative support and actioning decisions made by the Executive Team.

- *Analysis*
Analysis work covers both the preparation and interpretation of relevant data and writing submissions, discussion papers and policy advice documents.
Analysis is also required in the interpretation of policies and discussion documents from government and non-government agencies in order to prepare background papers for the executive committee and members. Policy analysis is also involved in collating comment and discussion for the preparation of submissions and advice to government agencies on behalf of the Federation.

- *Project Management*
Management and monitoring the progress of various activities, in which the Federation and its subcommittee are involved in, in order to anticipate resource needs and problems. This will require keeping up to date and co-ordinating the activities or projects of various committees particularly for submissions to Government.

- *Liaison*
 - a. maintain regular contact and develop networks with Government and non-government agencies on behalf of New Zealand Federation of Ethnic Councils Inc executive team.
 - b. Assist with preparing media statements on New Zealand Federation of Ethnic Councils philosophy and/or any other public relations releases as authorised by the executive committee

2. Essential Skills & Strengths

- *Literacy*
Written and comprehension skills are a crucial part of the communication between the Federation, Federation members and relevant Government agencies. The ability to express complex ideas in written form is a basic part of administration and management. Written skills are necessary for the preparation of reports, contracts, minutes, discussion papers, submissions, research proposals, press releases and correspondence.

- *Computer Ability*
Familiarity and practical ability with commonly used office software such as MS Word and Excel is a pre-requisite.

- *Project Management*
Project management skills fall into two areas. The first is the management of time and resources. This involves exercising judgment about the limitations, possibilities and

trade-offs which need to be made when there are conflicting priorities for time or other resources, both in general workload and in formal project management situations.

The second are involves networking with people and organisations to understand the complex relationships and motivations that drive the ethnic sector, the ability to build upon and develop constructive approaches to working with a wide range of personalities and points of view.

- *Intercultural awareness*

Proven track record of working with ethnic communities or equivalent evidence of understanding and promoting the issues pertaining to ethnic affairs.

Commitment to New Zealand Federation of Ethnic Councils aims and objectives (as per constitution), particularly the development of diverse communities on a fair and equitable basis.

- Ability to work independently

This includes good time-management, strategic thinking and the ability to set priorities under the guidance of the New Zealand Federation of Ethnic Councils