

Candidate Briefing Document

Chief Executive

**community
wellbeing** 
North Canterbury Trust



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The purpose of this briefing document is to share essential information about the role and the organisation. It also details the key criteria we are looking for in applicants. We recommend thoroughly reading the enclosed information to familiarise yourself with the role and ensure a close match should you wish to move forward.

Company Information

Working together, empowering communities.

Community Wellbeing North Canterbury Trust is a values-led, community-based charitable trust providing free social and community services that strengthen the wellbeing of whānau, rangatahi, tamariki and communities across North Canterbury.

Based in Rangiora, with two sites in Kaiapoi, the Trust works across the Waimakariri and Hurunui districts. Its people provide practical, relational and responsive support to individuals and whānau navigating life's challenges.

Since 1988, Community Wellbeing has contributed to the wellbeing and resilience of North Canterbury by delivering accessible, local and wrap-around services that build on strengths, remove barriers and help people and whānau move forward with dignity, confidence and connection.

The Trust's services are broad and deeply embedded within the local community. They include:

- individual and whānau support
- whānau social work
- food support
- parenting support
- Mana Ake early mental health and wellbeing support for tamariki
- Manu Ka Rere support for rangatahi
- New Start alcohol and drug support
- restorative justice
- early childhood education through Karanga Mai Early Learning Centre

Community Wellbeing works within a highly relational network that includes mana whenua and iwi, local whānau and communities, kura and education providers, volunteers, social service and community organisations, businesses, funders, local government and statutory agencies.

These relationships are held across the Trust by the Board, Leadership Team and wider kaimahi. The Chief Executive plays an important role in nurturing and strengthening them, representing the organisation and maintaining confidence in its people, purpose and mahi.

Community Wellbeing is proud of its local identity, its longstanding contribution to North Canterbury and the deep commitment of its people. It is an organisation with a strong heart, a clear purpose and an enduring commitment to helping people, whānau and communities thrive.

For more information, visit www.wellbeingnc.org.nz



Vision

An equitable, thriving community.

Purpose

Community Wellbeing support communities to achieve equitable outcomes and whakamana whānau to thrive.

VALUES**Whakamana**

Supporting and empowering whānau, hoamahi and the wider hapori to reach their potential.

Manaakitanga

Creating a welcoming, caring and inclusive environment where people are treated with kindness, compassion, respect and dignity.

Whanaungatanga

Building positive, collaborative and enduring relationships with whānau, hoamahi and the wider hapori.

Tangatawhenuatanga

Honouring Māori as tangata whenua of Aotearoa and giving meaningful effect to Te Tiriti o Waitangi.

These values shape how its people listen, connect, care, collaborate and walk alongside whānau and communities.

Te Tiriti o Waitangi and Mana Whenua Relationships

Building on the strong foundations established under the current Chief Executive, Community Wellbeing North Canterbury Trust is seeking a leader who can guide the organisation through the next stage of its journey to understand, honour and give meaningful effect to Te Tiriti o Waitangi throughout its work.

Te Tiriti o Waitangi is central to the Trust's purpose, values and leadership. The Chief Executive will have an important responsibility to ensure the organisation's commitments are reflected in its relationships, leadership, decision-making, organisational culture and service delivery.

This includes nurturing authentic and enduring relationships with mana whenua and tāngata whenua, supporting the Board, Leadership Team and wider kaimahi to deepen their understanding and practice, and ensuring the strengths and aspirations of whānau and communities help inform how services continue to develop.

Community Wellbeing recognises that this is an ongoing journey rather than a destination. The incoming Chief Executive will not be expected to arrive with every answer, but they will need to bring sincerity, humility, courage and a genuine commitment to continued learning and action.

They will be comfortable supporting reflection, growth and organisational change, while recognising and building on the work already undertaken. They will understand that progress is created not by one leader acting alone, but by bringing the Board, Leadership Team and wider organisation with them.



Experience in tikanga Māori, te reo Māori, bicultural practice and engagement with mana whenua or iwi would be highly valued. Equally important will be authenticity, respect, curiosity, sound judgement and consistency of action.

Alongside its commitments under Te Tiriti o Waitangi, the Trust is also committed to culturally responsive and mana-enhancing practice for all the people and communities it serves. The Chief Executive will support the organisation to strengthen both areas, recognising that they are connected but distinct.

Why This Role, Why Now?

Community Wellbeing is seeking to appoint a new Chief Executive as part of a carefully planned and respectful leadership transition.

After many years of committed service, Deirdre Ryan has advised the Board of her intention to retire. This creates the opportunity for a well-paced recruitment and handover process that supports continuity, confidence and thoughtful succession.

This is not simply a replacement appointment. The Board is looking for a Chief Executive who can honour what has been built, protect the Trust's culture and relationships, and lead the organisation confidently into its next chapter.

Community Wellbeing is entering this transition from a position of strength. It has a clear purpose, a deeply committed team, trusted relationships across North Canterbury and a strong record of supporting people and whānau through complex and changing circumstances.

The environment around the Trust is continuing to evolve. Community need is increasing and becoming more complex, funding is often contestable and influenced by changing government priorities, and expectations around accountability, evidence of impact and organisational resilience continue to grow.

The next Chief Executive will need to work thoughtfully across purpose, people and performance. They will be expected to protect what makes Community Wellbeing special while helping the organisation continue to mature, strengthen its sustainability and respond to future opportunities.

Central to this will be continuing the Trust's commitment to giving meaningful effect to Te Tiriti o Waitangi, strengthening relationships with mana whenua and tāngata whenua, and supporting culturally responsive and mana-enhancing practice across the organisation.

The Board is not seeking another Deirdre. It is seeking the right leader for the next phase: someone who will listen carefully, build trust, value the capability already within the organisation and bring the judgement, courage and perspective needed to help Community Wellbeing continue to evolve.





Frequently Asked Questions

Find below answers to some of the more frequently asked questions about this role. The information has been gathered from the board and kaimahi.

About the Role – Chief Executive

Reporting to the Board through the Chair, the Chief Executive is responsible for the overall leadership, performance and sustainability of Community Wellbeing North Canterbury Trust.

The role works closely with the Leadership Team and wider kaimahi to support a connected, capable and resilient organisation. It carries responsibility for the Trust's people, operations, services, finances, relationships and organisational performance, while ensuring the culture remains aligned with the Trust's purpose and values.

The Chief Executive is responsible for ensuring that services are responsive, accessible, well led and delivered to a consistently high standard across North Canterbury. This includes holding responsibility for the licence of Karanga Mai Early Learning Centre.

This is a broad and meaningful leadership role combining:

- giving meaningful effect to Te Tiriti o Waitangi across the organisation
- strengthening authentic relationships with mana whenua and tāngata whenua
- supporting culturally responsive and mana-enhancing practice
- strategic leadership and planning
- leadership of people, culture and organisational capability
- oversight of service quality and delivery
- financial stewardship and Board reporting
- funding and contract management
- external relationships, advocacy and representation
- policy, quality, compliance and risk management
- a constructive and transparent governance partnership with the Board

The Chief Executive will need to balance purpose, people and performance. They will be visible, grounded and relational, while also bringing the structure, judgement and organisational discipline required to lead a complex community organisation well.

Join our
Team

WORKING TOGETHER. EMPOWERING
COMMUNITIES



People, Culture and Leadership

Community Wellbeing has a deeply values-led, relational and community-minded culture. Its people, their experience and their collective knowledge are among the organisation's greatest strengths.

The incoming Chief Executive will inherit an established Leadership Team, experienced service leaders and committed kaimahi who hold strong relationships with one another, with the people and whānau they support, and across the wider North Canterbury community.

This is a workplace where relationships matter. Staff are engaged in meaningful and sometimes emotionally demanding mahi, supporting people and whānau experiencing increasingly complex social, economic and personal circumstances.

The Chief Executive will need to place a high value on wellbeing, trust, communication, supervision, inclusion and belonging. They will be expected to support a workplace where people feel respected, connected and able to contribute at their best.

The role requires a leader who can:

- build a strong and constructive relationship with the Leadership Team
- empower and develop leaders across the organisation
- maintain trust and engagement through the leadership transition
- support clear accountability without creating unnecessary bureaucracy
- strengthen capability, succession and organisational resilience
- communicate openly and consistently
- protect the relational character of the Trust as it continues to grow and evolve

This is not a role for a leader who arrives with predetermined answers or seeks to impose change before understanding the organisation, its people and its kaupapa.

The incoming Chief Executive will earn trust through careful listening, consistency, sound judgement, care and follow-through. They will build on what is already working well, support others to lead confidently and help create the conditions in which people and services can continue to thrive.



What Success Looks Like

Success in this role will be reflected first and foremost in the experiences and outcomes of the people, whānau and communities Community Wellbeing exists to support.

Services will remain responsive, accessible and of a high standard. The Trust will continue to be known as an organisation that listens well, responds to community need and aspiration, and treats people with dignity, care and respect.

Success will also be evident when:

- relationships with mana whenua and tāngata whenua are trusted, authentic and continuing to strengthen
- the Trust is making meaningful progress in giving effect to Te Tiriti o Waitangi through governance, leadership, relationships and service delivery
- staff feel supported, connected and confident in the organisation's direction
- the Leadership Team is empowered, effective and continuing to develop
- the Trust's culture and values remain visible in everyday behaviour and decision-making
- the Board receives clear, timely and strategically useful advice and reporting
- services and operations are well managed and the organisation remains financially sustainable
- funders, partners, communities and other stakeholders retain confidence in the Trust
- the organisation continues to grow and evolve without losing the qualities that make it distinctive

Over time, success will mean that Community Wellbeing is stronger, more resilient and well positioned for the future, while remaining deeply connected to its purpose, people and place. The most successful Chief Executive will leave the organisation not only performing well, but with stronger leadership capability, trusted relationships and confidence across the Board, team and community.

Likely First-Year Priorities

The first 12 months will require careful listening, relationship-building, orientation and steady leadership. The incoming Chief Executive will not be expected to arrive with pre-packaged answers or pursue immediate change before developing a strong understanding of the organisation, its people, relationships and operating environment.

Early priorities are likely to include:

- building trusted relationships with the Board, Deirdre, the Leadership Team, wider kaimahi, volunteers, mana whenua, tāngata whenua, partner organisations and the communities the Trust serves
- listening carefully to understand the aspirations, strengths and challenges of the people, whānau and communities connected to the Trust's services
- maintaining continuity of service delivery and confidence across the organisation through the leadership transition
- developing a strong understanding of the Trust's culture, values, history and place within the wider North Canterbury community
- continuing the Trust's commitment to giving meaningful effect to Te Tiriti o Waitangi and strengthening relationships with mana whenua and tāngata whenua
- supporting the ongoing development of culturally responsive and mana-enhancing practice across the organisation
- understanding the Trust's funding, financial, contractual, reporting and risk environment
- becoming familiar with the organisation's operating rhythms, including Board reporting, staff engagement, service delivery, policy review and compliance cycles
- reviewing strategic and annual priorities with the Board and Leadership Team
- identifying opportunities to strengthen leadership capability, systems, funding resilience, reporting and service quality
- nurturing and strengthening key relationships across the community, sector, local government, funding and service-delivery networks

The first year is likely to be less about immediate transformation and more about building trust, gaining insight and creating the confidence and clarity needed for the Trust's next stage of development.

Key Challenges and Opportunities

Community Wellbeing is a well-established and respected organisation, but the next Chief Executive will be leading in a complex and evolving environment.

Community need is increasing, and the circumstances experienced by many people and whānau are becoming more complex. Cost-of-living pressures, social isolation, mental health challenges, family stress and wider economic uncertainty are all contributing to growing demand for responsive, accessible and effective support.

At the same time, the Trust operates within a dynamic funding environment. Many funding streams are contestable, time-limited and influenced by changing government priorities. Maintaining financial sustainability and strengthening funding resilience will therefore remain important strategic priorities.

Key challenges are likely to include:

- leading a sensitive transition after a long-serving and trusted Chief Executive
- maintaining confidence and continuity while building new relationships
- responding to increasing and increasingly complex community need within finite resources
- supporting staff wellbeing, resilience and development in emotionally demanding work
- maintaining strong service quality while meeting funding, reporting, contractual and compliance obligations
- ensuring Board reporting is clear, timely and strategically useful
- strengthening systems and organisational discipline without over-corporatising the culture
- improving funding resilience and developing sustainable opportunities aligned with community need and aspiration
- respecting what already works while bringing fresh perspective and measured improvement

Alongside these challenges, the role offers significant opportunity.

The next Chief Executive will inherit an organisation with deep local roots, committed people, trusted relationships and a strong record of meaningful impact.

There is scope to:

- deepen relationships with mana whenua, tāngata whenua, whānau and communities
- build on the Trust's commitment to Te Tiriti o Waitangi
- strengthen leadership capability and organisational resilience
- improve visibility, influence and strategic partnerships
- develop sustainable funding and service opportunities
- respond innovatively to emerging community needs
- help the Board and organisation shape the next chapter with confidence and care

The central task will be to help Community Wellbeing continue to evolve without losing the relational culture, local identity and sense of purpose that make it distinctive.



The Board and Governance Relationship

The Chief Executive reports directly to the Board through the Chair.

The Board is responsible for governance, strategic direction, oversight and accountability. The Chief Executive is responsible for leading the Trust's people, operations, services, performance and organisational relationships, and for translating the Board's strategic direction into effective action.

The relationship will work best when there is transparency, mutual respect, clear accountability and a genuine "no surprises" approach. The Chief Executive will be expected to provide sound advice, clear and timely reporting, and appropriate escalation of risk, while supporting the Board to make well-informed decisions.

The role includes working with the Board to:

- shape and review strategic direction
- develop annual plans and priorities
- report progress and organisational performance
- oversee budgets, risk and financial sustainability
- ensure annual financial and statutory reporting is completed
- support good governance practice and effective decision-making

The incoming Chief Executive will be working with an active, engaged and values-led Board that cares deeply about the Trust's purpose, people and future.

The Board sees its relationship with the Chief Executive as a genuine partnership. It will provide support, challenge and oversight, while respecting the distinction between governance and management.

The successful candidate will collaborate closely with the Chair and Board, welcome constructive feedback, contribute informed and candid advice, and demonstrate sound judgement when managing sensitive or difficult matters.





External Relationships and Community Presence

Community Wellbeing's impact is built through trusted relationships developed over many years across North Canterbury.

These relationships are held throughout the organisation by the Board, Leadership Team, service leaders and wider kaimahi. The Chief Executive will not be expected to personally own every connection, but they will play an important role in nurturing, strengthening and extending the Trust's relationships and reputation.

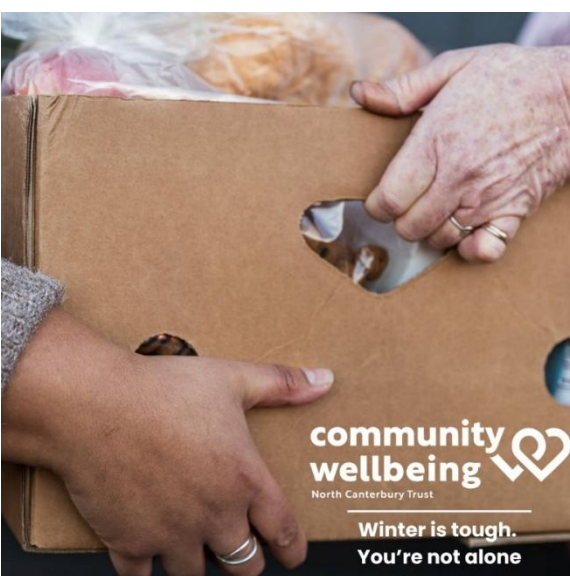
The organisation works alongside a broad range of people, groups and organisations, including:

- mana whenua, tāngata whenua and iwi
- whānau, tamariki, rangatahi and local communities
- kura, schools and education providers
- community groups, volunteers and local supporters
- NGOs, social service organisations and health providers
- Social Services Waimakariri and other provider networks
- Waimakariri and Hurunui District Councils
- statutory and government agencies
- businesses, philanthropic supporters and contract funders

The Chief Executive will be a visible and credible representative of Community Wellbeing. They will advocate for the needs and aspirations of North Canterbury communities while maintaining constructive, respectful and enduring relationships.

They will need to understand the importance of local presence, rurality and community connection, and the distinct strengths and challenges of working across the Waimakariri and Hurunui districts. Community Wellbeing is regularly invited into interagency and regional collaborations because of the rural service delivery perspective it brings, including insight into rural isolation, limited availability of support services and the practical realities of keeping staff and communities safe.

The successful candidate will bring the judgement to know when to lead a relationship personally, when to support others to represent the Trust, and how to ensure important connections remain strong across changes in people, funding and the wider environment.



Financial, Contract and Operational Leadership

This role requires strong organisational discipline alongside relational and values-led leadership.

The Chief Executive is accountable for the Trust's financial stewardship, funding and contract management, organisational risk, quality, compliance, reporting and long-term sustainability.

Working closely with the Leadership Team and Board, the Chief Executive will be responsible for:

- developing and monitoring budgets
- providing clear and timely financial and operational reporting to the Board
- ensuring contractual and statutory reporting requirements are met
- maintaining effective risk, quality and compliance processes
- ensuring policies, systems and procedures remain fit for purpose
- supporting responsible data management and evidence of impact
- identifying funding and service-development opportunities aligned with community need, aspiration and the Trust's purpose
- strengthening funding resilience and organisational sustainability
- ensuring resources are used carefully and effectively
- supporting the Trust to remain viable, responsive and future-focused

The Trust operates in an environment where funding is often contestable, time-limited and shaped by changing government priorities. The Chief Executive will need to understand these pressures, anticipate risk and support the development of diverse and sustainable funding relationships.

They will also need to balance organisational discipline with proportionality. Systems and processes should strengthen service quality, accountability and confidence without creating unnecessary bureaucracy or weakening the Trust's relational culture.

The successful candidate does not need to be a finance specialist. They will, however, need to be financially literate, commercially aware and confident working with budgets, contracts, reporting, risk and organisational performance.



About You

You will be a grounded, values-led senior leader motivated by Community Wellbeing's purpose and deeply respectful of the people, whānau and communities it serves.

You will bring a genuine commitment to Te Tiriti o Waitangi and understand that giving meaningful effect to this commitment is a core leadership responsibility. You will value authentic relationships with mana whenua and tāngata whenua and be willing to continue learning, listening and translating commitment into action.

Your leadership style will be relational, collaborative and empowering. You will be someone who builds trust, supports others to lead and can balance care, purpose and inclusion with accountability, clarity and sound organisational discipline.

You are likely to bring senior leadership experience from a values-led, community-focused or public-good environment. Experience within the NGO, not-for-profit, social services, health, education, community development or publicly funded sector would be highly relevant.

Previous Chief Executive experience would be valuable but is not essential. The Board is open to an experienced senior leader stepping into their first Chief Executive role, provided they bring the maturity, judgement, capability and values alignment required.

A relevant tertiary or professional qualification is preferred. Useful backgrounds may include social work, psychology, counselling, community development, health, education, public policy, management, leadership, business or another field connected to the Trust's work.

The Board will place significant emphasis on proven leadership capability, sector understanding, judgement and values alignment alongside formal qualifications.

You are likely to be someone who:

- leads with warmth, humility, integrity and emotional intelligence
- demonstrates strong self-awareness and sound judgement
- understands the demands of purpose-led and community-facing work
- has experience working alongside diverse communities
- builds trusted and enduring relationships
- empowers and develops capable teams and leaders
- communicates clearly, calmly and credibly with a wide range of audiences
- can balance relational leadership with structure, discipline and follow-through
- is confident with funding, financial oversight, governance reporting and organisational risk
- can honour the Trust's history while helping shape its future
- is resilient, pragmatic and comfortable operating in complexity
- has a genuine connection with, or commitment to understanding, North Canterbury and its communities

Above all, you will bring the curiosity, courage and judgement to listen carefully, understand what matters and help Community Wellbeing move confidently into its next chapter.



What Support Is Available?

This is a planned transition, creating the opportunity for thoughtful onboarding, continuity and a meaningful handover.

The incoming Chief Executive will be supported by:

- an active, engaged and values-led Board
- a planned handover with Deirdre
- an established and capable Leadership Team
- experienced service leaders and wider kaimahi
- existing organisational systems, policies and reporting rhythms
- established professional, community and sector relationships
- external advisers and specialist providers where appropriate

The Chief Executive will not be expected to arrive and carry the organisation alone. They will inherit significant knowledge, capability and trusted relationships across the Board, Leadership Team and wider organisation.

The handover will help the incoming Chief Executive understand the Trust's people, culture, services, history, relationships, funding arrangements, governance rhythms, risks and current priorities.

The Board is committed to supporting the successful candidate to establish themselves well in the role, while allowing them the space and authority to develop their own leadership relationships and approach.

Practical Information

The Chief Executive role is a full-time position of 40 hours per week and is based at the Trust's main office at 200 King Street, Rangiora.

The role will involve regular travel across the Waimakariri and Hurunui districts to maintain visibility, support service delivery and connect with people, whānau, staff, communities and partner organisations.

Some regional or national travel may also be required in connection with funding relationships, sector engagement, professional networks or organisational commitments.

The Board recognises the importance of sustainable leadership and is open to reasonable flexibility where this supports effective performance. At the same time, the Chief Executive will need to be a visible, accessible and engaged presence for the Board, Leadership Team, wider kaimahi and communities the Trust serves.

The nature of the role will occasionally require availability outside standard working hours, although this should be managed in a way that supports sustainable performance over time.



Why Community Wellbeing?

Community Wellbeing North Canterbury Trust offers the opportunity to lead an organisation with deep local roots, trusted relationships and a strong record of making a meaningful difference.

Its services support people and whānau through real and often complex life circumstances. The work is practical, personal and deeply connected to the communities of North Canterbury.

The incoming Chief Executive will join an organisation with a clear purpose, a committed team and a culture built on relationships, care, empowerment and belonging.

This is an opportunity for a leader who is motivated by:

- improving outcomes for people, whānau and communities
- leading with purpose, warmth and integrity
- giving meaningful effect to Te Tiriti o Waitangi
- working in authentic relationship with mana whenua and tāngata whenua
- supporting capable people and collective leadership
- strengthening organisational resilience and sustainability
- helping a respected local organisation continue to grow and evolve

The role offers the chance to honour a strong legacy without being constrained by it: to protect what matters, strengthen what is needed and help shape the Trust's next chapter.

For the right person, this will be demanding, meaningful and deeply rewarding leadership work.



ORGANISATION CHART

BOARD OF TRUSTEES

CHIEF EXECUTIVE

FUNDRAISING &
COMMUNICATIONS
LEAD

SSW FACILITATOR

FINANCE & ADMINISTRATION
MANAGER

CLINICAL
PRACTICE LEADER

CLINICAL
OPERATIONS LEADER

KARANGA MAI ELC
TUMUAKI

Finance & Administration Support
0.5 FTE

Finance & Administration Support
0.8 FTE

Finance & Administration Support
KMELC
0.5 FTE

Mana Ake Kaiārahi
0.875 FTE

New Start Workers
1.5 FTE

Wellbeing Coordinator
0.5 FTE

Manu Ka Rere
2.25 FTE

Social Workers
2 FTE

Rangatahi Mentor
1 FTE

Kaiapoi Foodbank Coordinator
0.8 FTE

Kaiapoi Foodbank Volunteers

Mana Ake
Kaimahi 4 FTE

Restorative Justice Coordinator
0.675 FTE

RJ Facilitators x 4 (Contractors)

Court Volunteer

KAIWHAKAHAERE
1 FTE

ELC Kaiako x 6

Ringawera x 2

Chief Executive

Position Description

Position Purpose:	This role is responsible for all Community Wellbeing North Canterbury Trust's ("the Trust") operations, with a strong focus on ensuring that all staff are engaged and thriving through a supportive, professional and inclusive workplace environment. This role is responsible for holding the licence for the Karanga mai Early Learning Centre This role aims to ensuring the timely, flexible, responsive and proactive delivery of a range of free services to the North Canterbury community. A key component of this role is ensuring that the Trust upholds Te Tiriti o Waitangi, throughout all its work.
Responsible To:	The Community Wellbeing Trust Board.
Report Directly To:	The Chair, Community Wellbeing Trust Board.
Responsible For:	All staff and volunteers and contractors engaged by the Trust.
Hours of Work:	40 hours a week.
Relationships:	INTERNAL • Chair and Community Wellbeing Trust Board. • Community Wellbeing Leadership team • Staff. • Volunteers. • Contractors EXTERNAL • Contract funders. • Waimakariri and Hurunui District Councils. • Social Services Waimakariri. • Other NGOs, educational and statutory agencies • Provider collaborations • Businesses
Location:	200 King Street, Rangiora.
Appendices	A Schedule of key accountabilities and expected standards. B Ideal Appointee Specification.

Chief Executive

Key Accountabilities & Expected Standards

DELEGATIONS

Human Resources

- Oversee recruitment, performance management and workforce development of all staff.
- Undertake performance and disciplinary processes as required.
- Respond to all internal and external complaints.

Financial

- Up to \$1500 delegated authority.
- Credit card authorised holder.

PERFORMANCE CRITERIA

The job of the leader of the Trust is being done well when:

- The goals for each key result area are met.
- The Trust is managed within budget.
- Staff express a high level of satisfaction with their workplace environment;
- Community groups, funders, and other external stakeholders express a high level of satisfaction with the performance of the Trust;
- The Trust has a strategic plan and plan deadlines are met.
- The Trust has an annual plan and annual goals and targets are met.

KEY PERFORMANCE MEASURES

Leadership	• Completion and communication of three-year strategic plan review and annual plan development • Monthly Board reports show progress against the annual business plan priorities
Relationship Management	Monthly reports show contribution to provider networks and collaborations: - Right Services Right Time - Mana Ake - Manu Ka Rere - Social Services Waimakariri - Health provider networks - Karanga Mai Governance Group - Business networks

Financial and Organisational Growth	- Monthly board meetings receive financial summary including: - profit and loss - year to date and forecast - narrative summary - Annual budget (May) and year end accounts (October) are provided to the Board
Management of Human Resources	- Monthly Board reports show that annual appraisals and half year check in processes are completed in August and March each year by all staff. - Monthly Board reports show that staff recruitment selection and retention processes are followed to retain the workforce. - Monthly Leadership team meetings are held, with an emphasis on team and individual leadership development
Contract Development and Management	- A minimum of one new contract for service by the Trust annually - All contract reports are delivered on time. - Client satisfaction feedback shows at least 90% satisfaction with services delivered.
Legislative compliance and Policy	- Policies for review are presented at monthly Board meetings and communicated to all staff at monthly staff meetings. - Procedures are kept current and communicated to all staff. - An annual detailed risk review is provided to the Board in June.

Leadership

- In conjunction with the Board, co-ordinate three yearly strategic planning reviews, including an annual plan to give effect to the Board's strategic intentions.
- Articulate and role model the Trust's vision, mission, and values.
- Develop and support the Trust's Leadership team in their roles.
- Represent the Trust in communicating its strategic plan and annual plan activities to both staff internally and to community stakeholders.
- Champion a workplace culture that prioritises staff wellbeing and innovation
- Work with local government, community groups and other NGOs to ascertain community needs.

Relationship Management

- Contribute to community partnerships and provider collaborations.
- Develop and manage stakeholder relationships with Iwi, Statutory agencies, Local Government, funding providers and businesses.

Financial & Organisational Growth Management

- Ensure the viability of the Trust by developing and implementing short and long term financial and operational plans to achieve agreed financial objectives.
- Develop, manage, and monitor budgets to meet financial targets.
- Provide annual reporting, variance and exception reporting to the Trust Board monthly.
- Implement and monitor quality control processes.
- Oversee all marketing and communication activities.
- Initiate and develop new opportunities for growth for the Trust.

Management of Human Resources

- Select, develop, and retain staff to ensure that the Trust has the necessary human resource capability to deliver contracts effectively and to take on new contracts.
- Develop a collaborative team culture within the Trust which focuses on developing individual staff and volunteer capability and encourages staff and volunteers to participate through appropriate consultation mechanisms.
- Ensure performance appraisals are completed for all staff annually using appropriate performance management systems.
- Support staff and volunteer training each year.

Contract Development & Management

- Identifying opportunities for services to deliver which align with the Trust's values and purpose.
- Monitor the delivery of contracts including ensuring the timely completion of milestone reports.
- Identify and implement appropriate data management and reporting processes.
- Maintain a wide strategic view on future contract developments which the Trust may be able to deliver.

Legislative Compliance and Policy

- Ensure that Trust policies and procedures are kept current and comply with legislation.

Health & Safety Commitment

The Trust is committed to achieving the highest level of health and safety for its employees. All employees are expected to identify and report on, take responsibility for, and resolve issues that may cause harm to themselves or others in the organisation. You are expected to always work safely, and to actively participate in health and safety programmes in your area. It is expected that you will report all accidents, incidents or potential hazards to the appropriate person.

JD Updated

Employee: _____

Signature: _____

Date Signed: _____

Chair: _____

Signature: _____

Date Signed: _____

Chief Executive

Ideal Appointee Specification

The person appointed to this position will meet as many as possible of the following:

QUALIFICATIONS

- A tertiary-level qualification or equivalent professional qualification relevant to the fields of service within which this Trust operates.

EXPERIENCE

- Proven experience, preferably in the NGO not-for-profit (non-Government) sector, in effectively leading and supporting professional staff and volunteers.
- Managerial experience, at least at middle management level preferably in one or more of the fields of service which this Trust is engaged in delivering.
- Experience of and participation in change management and/or project management.
- Strategic planning experience.
- Implementing and ensuring effective quality of service delivery.
- Seeking and obtaining external funding.
- Experience in policy development.

KNOWLEDGE

Have a working knowledge and understanding of:

- Current employment legislation and practices
- IT tools including word processing and spreadsheet applications.
- Human resource principles and their application in practice
- Relevant legislation, that relates to the Trust's activities.
- Local Government, particularly Waimakariri and Hurunui District Councils
- Social and community work principles, processes, and delivery systems

ATTRIBUTES AND SKILLS

- Actively upholds Te Tiriti o Waitangi
- A high degree of self-awareness and people skills
- The ability to process information and communicate to staff and stakeholders.
- Well developed professional and personal self-care skills
- An inclusive, collaborative leadership style.
- Possess integrity, enthusiasm, initiative, and flexibility.
- Ability to bring an individual perspective and vision to this position while valuing the history and traditions of the Trust and what it stands for.
- Ability to prioritise and manage time to meet the key objectives of this position.
- Ability to develop and sustain trust and respect in working relationships with staff and stakeholders.
- Demonstrated ability to communicate effectively with and earn the trust of people of diverse cultures.
- Passion and enthusiasm for working in the North Canterbury community and for working in the social services sector.
- Oral and written communication skills including the ability to articulate the vision and purpose of the trust to staff, stakeholders including community groups.
- Strong understanding of and empathy with community needs and social services.
- An understanding of financial management including budgeting, preparing monthly financial reports, and monitoring the financial operation of the Trust's services.
- ICT skills – ability to use word processing and excel applications; email; web sites.

OTHER INFORMATION

This role requires some travel around the Waimakariri and Hurunui Districts.



Recruitment Process for Candidates



01/ Search, Advertising and Candidate Networking
Along with advertising the role Bishop Associates will be completing talent research along with a search and networking process to identify candidates in the market with matching skills to the position. After you apply a consultant from Bishop Associates Recruitment may be in touch to seek more information and clarification regarding your fit to the key competencies of the role. To increase likelihood of progression, it is important that your application contain sufficient evidence of your experience, skills and motivational fit to merit further discussion.



02/ Initial Review, Screening and Selection
In this phase the applicant pool will be compared to those people sourced through search and referral networking and a long list of potentially suitable candidates will be formed for further consideration. You may be contacted for a telephone interview during this time; this is an opportunity to show your motivational fit to the role and clarify your reasons for matching yourself to the position. Those candidates considered unsuitable will also be notified that they will not be progressing.



03/ Consultant Interview
Over this period the Bishop Associates consultant will carry out formal interviews with the long-list candidates with a focus of matching them to the core competencies of the role, sector of work, culture of the organisation and fit for the team and business. It will be essential that you provide specific examples of your experience, skills, and achievements regarding what you have delivered in the past. You should also be able to clearly articulate what sort of role and environment will best fit your own style, strengths, culture and personality.



04/ Shortlisting Process
Bishop Associates will review the relative merits of all the candidates considered and will reduce the applicant pool to those considered to be the best overall fit to the brief provided. The employer and consultant will liaise together to select candidates for second interview. You will be informed whether you are being progressed to the shortlisting phase and will receive notification if unsuccessful. If progressing this is a good time to continue your due diligence on the employer and role to reassure, as much as possible, that the role is a fit for you.



05/ Employer Interviews
Meetings with shortlisted candidates will be arranged on a date and time convenient to the employer. It is important at this stage that candidates make every effort to make themselves available for these interviews. The interview process is a two-way street, it is advisable at this point to ask any questions that you have that will help you ensure that the role is the right next step for you. At this point you should be calibrating whether the culture, team, duties and environment match your motivation fit.



06/ Validation, Decision and Offer of Employment
The successful candidate will be verbally offered the role subject to reference, probity, qualifications, health and any other checks. Paperwork will follow verbal acceptance. You can assist this phase by promptly completing any required probity checks and by ensuring that your referees are fully briefed on the role and are ready to be contacted by your consultant.