

JOB DESCRIPTION EXECUTIVE OFFICER 2022

Job Title:	Executive Officer
Reports to:	CPAG Convenor
Key Relationships:	<p>Internally to CPAG: Management Committee, Research Committee, sub-committees, staff, volunteers, database members.</p> <p>Externally: Auckland City Mission leadership and staff, allied NGOs and advocates, funders, suppliers of goods, media personnel, politicians and government personnel, and the general public.</p>

About the Child Poverty Action Group

The Child Poverty Action Group (CPAG) is an independent charity that provides evidence-based research about the causes and effects of poverty on children and their families, and informs the public, policy makers, media, and politicians of the changes to policy needed to eliminate child poverty. CPAG recognises the foundational significance of Te Tiriti O Waitangi and works with all people of Aotearoa New Zealand to realise its true intent. CPAG's vision is a nation where all children flourish, free from poverty.

The four pou within CPAG's kaupapa are:

- Mana. We acknowledge and uphold the mana of all children.
- Manaakitanga. We believe that our society should show respect, generosity, and care for all children as taonga.
- Kotahitanga. We work collectively to uphold the mana of all children and to ensure they flourish.
- Mātauranga. We believe that child centred knowledge is essential to upholding their mana and enabling them to thrive.

Primary objective of the position

The Executive Officer provides operational management and has responsibility for the day-to-day operations of the Child Poverty Action Group. The incumbent has responsibility for implementing the strategic plan and supporting the Management Committee, the Research Committee and CPAG sub-committees. The incumbent is responsible for the supervision and support of several direct reports. Fundamental to achieving these primary objectives is the ability to facilitate and ensure timely and efficient communication flows within the organisation to support responsive action.

Responsibilities

The Executive Officer is responsible for:

Strategy

- In consultation with the Management Committee, developing CPAG's strategic plan, and progressing key activities to meet strategic goals.
- Organising CPAG's annual planning day and facilitating the regular meeting of CPAG's Management Committee.

- Ensuring CPAG operates effectively and efficiently by monitoring and updating policies and procedures relevant to NGOs and to child poverty reduction.

Communications

- Ensuring the quality of all CPAG material for professional presentation, disclaimers, and brand protection.
- Liaising with the Research Committee and working with the Communications and Media Advisor to produce press releases and social media content.
- Ensuring CPAG's website is up-to-date and furthering its development.
- Maintaining appropriate contact lists, including members, supporters, donors, and media and journalists.
- Supervising formal communication with CPAG's stakeholders, especially donors, through annual reports, quarterly updates, staff pānui, and regular newsletters.

Campaigns, Collaborations and Events

- Project-managing campaigns and leading CPAG's operational involvement in collaborations. In consultation with the Management and Research Committees, facilitating the involvement of research experts and associates.
- Maintaining oversight and ensuring the effective organisation of CPAG events (including the AGM, Post-Budget Breakfast, Summit, and publication launches)

Representation

- Being fully versed with CPAG's research and policy positions to attend and report on events on behalf of CPAG including meetings and conferences relevant to child poverty reduction.
- Liaising with government offices and representing CPAG in government consultations as required.
- Presenting on behalf of CPAG where appropriate.

Coordination and Facilitation

- Facilitating CPAG Management Committee and sub-committee meetings, including ensuring the drafting and timely circulation of agendas and minutes.
- Ensuring the Management Committee is kept up-to-date with operational developments.
- Attending the Research Committee meetings and liaising with the Research Committee to support CPAG experts undertaking research and producing reports.
- Facilitating opportunities for CPAG research experts to develop written and oral submissions, and letters to politicians and key stakeholders, on bills and policies relevant to CPAG's goals.

Fundraising

- Continuing to develop and progress the fundraising strategy in consultation with the fundraising sub-committee.
- Overseeing all aspects of contribution management and major donor engagement.
- Identifying new funding opportunities, including with major donors, and grow CPAG's supporter base, membership, and donations in general.

Administration and Finance

- Working with CPAG's Treasurer and Accounts Assistant to produce and maintain annual operating budgets.
- Overseeing CPAG's information technology systems to achieve organisational efficiency
- Ensuring systems are in place to keep accurate data, in line with privacy legislation, and to enable tax receipting for donations.

- In conjunction with the Treasurer and Accounts Assistant, accountability for ensuring accurate financial records for annual accounts, audits, and compliance.
- Ensuring public enquiries are responded to efficiently and effectively.

Leadership and Human Resources

- Operational leadership of the Child Poverty Action Group and providing effective management and support to staff.
- Supporting the Human Resources sub-committee to maintain oversight of staffing, recruitment, and conducting performance-related interventions and conversations.

Supporter and Volunteer Management

- Liaising with and directing the tasks of the Senior Engagement Advisor
- Liaising with, supporting, and maintaining good relationships with CPAG's regional networks.
- Liaising with community groups to support events and initiatives in aid of CPAG and or/reducing child poverty.
- Encouraging and developing the engagement of younger people (18-40) within CPAG
- Managing CPAG's general volunteers, by recruiting, screening, and supervising their contributions.

Other

- Undertaking other duties that are broadly in line with the above responsibilities that may be delegated by the Management Committee Convenor and the Research Committee Chair.

Minimum Requirements

- A university degree in social sciences or any field relevant to the above responsibilities and/or to the work of CPAG.
- A minimum of five years progressively responsible and relevant work experience.
- Experience working with the not-for-profit sector and an understanding of pro bono work is desirable.
- A strong commitment to eliminating child poverty in New Zealand, compatible with CPAG's mission.
- An understanding of, and commitment to, honouring Te Tiriti o Waitangi

Skills, Abilities and Competencies

- A high degree of personal integrity.
- A highly organised and strategic self-starter with the ability to prioritise, problem-solve and plan effectively.
- The ability to establish and maintain strong positive relationships with staff, research experts, volunteers, associates, and stakeholders.
- A clear communicator who can articulate ideas and plans clearly and succinctly.
- The ability to provide and facilitate efficient and effective communication flows within the organisation.
- A high level of literacy, comprehension, and competence.
- A supportive leader who acts with kindness and understanding and promotes equality and diversity.
- A strong practice of self-reflection.

Key Accountabilities and Responsibilities

- The strategic plan is implemented, and strategic goals are reasonably met.

- Staff are provided with the support and leadership necessary to ensure they can succeed in their roles, and the organisation's culture is consistent with CPAG's vision, values, and policies.
- The Management Committee is provided with relevant information to fulfil its governance obligations effectively. Stakeholders are also kept appropriately-informed of CPAG's activities.
- Annual budgets are set and managed in consultation with the Management Committee and with the support of the Treasurer.
- Risks and compliance issues are managed to ensure that CPAG is not exposed to material, physical or reputational harm.
- Funding opportunities are identified and reasonably secured.