

# Assistant to the CEO

---

January 2019

**Reporting to:** CEO

**Management Responsibilities:** None

**Time Commitment:** Full-time preferred, but negotiable

**Employment type:** Permanent

**Applications closing date:** 28 January 2019

**Start date:** ASAP, Negotiable

## Role Purpose

The purpose of this new role is to support the CEO in running the Teach First NZ: Ako Mātātupu Charitable Trust and head office as we scale our work and seek to grow our impact. This will require the individual to take responsibility for specific areas of work, as well as complete tasks or areas of work delegated by the CEO on an ongoing basis, and to work closely with and support other members of the Ako Mātātupu team.

## About Teach First NZ: Ako Mātātupu

***We believe that every child should have what they need to fulfil their life's potential; we exist to help make that a reality in Aotearoa New Zealand.***

Teach First NZ: Ako Mātātupu is an independent charitable trust (Reg. no. CC46327). We work to disrupt the inequities that exist in Aotearoa which mean that, unfairly, some children are significantly less able to fulfil their potential than others.

We do this by supporting outstanding people to address the causes of educational inequality which exist both within and beyond school. Specifically, we help people to grow as teachers and education leaders, so that they can make a difference for children at a classroom, school and system-level.

We are well known for our flagship programme, which is a unique, two-year, employment-based, teaching and education leadership experience for which we recruit outstanding individuals with a commitment to achieving equity for young people. During the programme, our 'Participants' work in a school serving a low-income community somewhere in New Zealand whilst they complete a Masters degree, teaching qualification and leadership development.

After the two-year programme, we stay connected with our alumni ('Kairapu') to help them to continue making the biggest difference possible for children; as teachers, as school leaders, or in other sectors, like policy, charity and academia.

We are a networked organisation, and are guided in all that we do by our values. We aspire to live bi-culturalism and to be responsive to the cultures of all those we work with and seek to serve. Our aim is that we contribute to ending educational inequality in Aotearoa.

## Details of the role

The Assistant to the CEO will have a number of responsibilities, and will be expected to take on a range of tasks outlined and delegated by the CEO:

Area	Approx. FTE allocation	Purpose	Deliverables Likely to include, but not limited to:
Strategic and operational Management	0.6	Support the CEO in running the Teach First NZ: Ako Mātātupu charity.	<ul style="list-style-type: none"> <li>- Supporting the CEO in the coordination and delivery of cross-organisational streams of work, such as performance management, budgeting, strategic and operational planning</li> <li>- Supporting the CEO with arrangements for e.g. travel, internal and external meetings, collation of information and data, liaising with the Board of Trustees etc.</li> <li>- Supporting, at the direction of the CEO, other members of the team in goal setting, planning and budgeting</li> <li>- Getting the best from the CEO!</li> </ul>
Office Management	0.2	Run the Teach First NZ: Ako Mātātupu office.	<ul style="list-style-type: none"> <li>- Developing processes for and overseeing the effective running of the head office, inc. ensuring we have what we need, addressing issues, liaising with suppliers etc.</li> <li>- With the CEO, reviewing and planning for evolution of the office space to meet the changing needs of the team, inc. supporting team members to work remotely and creating a 'home' for our growing whānau</li> <li>- Managing and planning ahead for the head office budget</li> </ul>
Special Projects	0.2	Lead special projects as they are identified	<ul style="list-style-type: none"> <li>- At the direction of the CEO, taking responsibility for the development and delivery of short-term or new streams of work, including scoping, planning and evaluation.</li> </ul>

## Who we are looking for

This is a great opportunity for a **highly motivated individual** to join our committed and fun team.

We're looking for someone who shares **a connection to our purpose** as an organisation and whānau, and who is **keen to learn** new skills and grow their understanding of inequities and how to address them in Aotearoa New Zealand.

You'll need to have really strong **organisation skills**, be a **strategic thinker**, and be an **excellent communicator** who can take others on a journey. You'll be expected to **get stuck in** and **work closely with the team**, and get to know our Board, participants and alumni, and the **schools and communities** we serve.

We want someone who is **committed to excellence** in all that they do, who is **relationship-focussed** and who will **throw themselves** into the broad range of tasks and areas of our work as needed. You'll need to be able to **influence others**, be great at **building relationships**, and adept at **managing your time** effectively.

## About you

This is a new role, so we are keen to find the right person, regardless of experience. You might have had previous experience as an assistant, consultant or in other fields, or be fresh from your studies.

If you like the sound of this challenge, and think you might be the person we're looking for, we'd love to tell you more about the role and about us before you apply.

### **Applications?**

When you're ready, please send us a Resume/CV and short cover letter to [employment@teachfirstnz.org](mailto:employment@teachfirstnz.org).

(We recommend that your CV and cover letter are no longer than one side of A4 each).

To be eligible for this role, you must have the right to work in Aotearoa New Zealand. Please indicate this on your application.



