



Whenua Iti Trust Inc

Has a position available for a

GENERAL MANAGER 25/30 hrs per week
Applications close 10th September 2010

Whenua Iti Trust is a charitable trust that provides a wide range of programmes for school students, children and families, youth and individuals who seek personal development through outdoor adventures. Our Manger is retiring and we are now accepting applications for the Manager's position.

The General Manager provides organisational leadership with the mission, philosophy and guiding principles of the organization. You will ensure the ongoing innovation and development of the organisation so that it continues to provide effective service to meet contractual requirements for all stakeholders, clients and community.

Reporting to the Trust Board, the Manager's primary focus will be to support the Trust with the development and implementation of the strategic plan, with key priorities being capacity building and the obtaining of ongoing funding.

The Manager is responsible for all aspects of the organisation's work including managing a range of programmes, staff and facilities. The Manager ensures Whenua Iti Trust's profile remains high through active liaison with other community organizations, businesses and individuals.

Key qualities and abilities we are seeking in the ideal candidate include:

- Relevant tertiary qualification or relevant management experience of a service organization
- Sound monitoring and operational effectiveness – financial, marketing and business management

- The ability to consistently obtain funding and excellent report writing skills to ensure Donor's standards and timelines are met

- Well developed staff management and leadership skills

- Ability to network and work collaboratively with external agencies and internal stakeholders and show strong negotiating skills

- Strong communication and presentation skills are essential

- Proficient computer skills

Personal qualities include:

An understanding and commitment to the principles of Te Tiriti O Waitangi

Copes well under pressure and able to work independently

Creative thinker and self driven to deliver agreed results

Have an in depth working knowledge of working in a community service organization

You will be required to undergo a police check as part of the application process. Applicants for the position must be eligible to work in New Zealand.

A competitive salary with training and development opportunities will be offered to the successful candidate.

Please contact Anne Grantham, Manager by email: manager@whenuaiti.org.nz for further details and requests for a copy of the position description.