

December 2018

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# Big Brothers Big Sisters Position information for the following position

## ADMINISTRATOR



## 1. Background

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There are literally thousands of children in Christchurch who, for one reason or another, find it difficult to cope with what life throws at them. Often lacking in self-esteem and self-confidence, these young people are longing for someone to take an interest in them, listen to what they have to say and to help them come to terms with life's challenges.

### Why mentoring?

Big Brothers Big Sisters is committed to the healthy development of young people. We recognize the challenges faced by young people in their growth from children into adults. One of the best things our society can offer its young people is a stable and caring relationship with an adult: one who listens, who is committed, who has a sense of humour, and is able to have fun. This isn't just a nice ideal, it has well researched and documented outcomes including improved well-being, self esteem, academic achievement and attendance along with reduced risk of drug and alcohol abuse. The New Zealand Government has developed the Youth Development Strategy Aotearoa which when summed says that well connected young people will be the most likely to traverse the difficult teenage years and become a well-adjusted adult. A further Ministry of Youth Affairs research review *Young Males* (2004) states that mentoring is one of three proven strategies to build connections for young males.



### Objectives

The objective of Big Brothers Big Sisters of Christchurch is to build resilience in young people who are low in self-esteem and confidence, who lacks positive role models, in order to help them to achieve their potential. We work in primary and intermediate schools and in the community. We recruit, train and support volunteer mentors in order to enable them to have the skills necessary to make a significant impact on the social development of the young people. We find children aged between 6 and 12 most needing mentors. The relationship begins either in a school setting (School Based Mentoring) or in the community (Community Based Mentoring). Mentoring matches can last many years, and provide stability through a tumultuous time of life. Our coordinators provide regular ongoing, documented support and accountability and provide a necessary link between family, school, volunteer and young person.

### Big Brothers Big Sisters around the world

Big Brothers Big Sisters was founded in The United States in 1904 and since has constantly been in the public eye. Recently, Oprah Winfrey has called for one million Americans to volunteer as mentors, Bart and Homer Simpson from *The Simpsons* have joined a "Bigger Brothers" mentoring programme, and past American First Lady, Laura Bush, has starred in television and radio commercials promoting Big Brothers Big Sisters.

Research has shown that young people who have a positive mentoring relationship are 40% less likely to use illegal drugs and alcohol, 52% less likely to skip school, are more confident in their schoolwork, and are better able to get along with their families. There is no question about the positive impact mentoring has on young people's lives. These benefits carry on into families, communities, and society, and beyond.

Internationally there are 280,000 young people with a mentor in 13 countries. In New Zealand, there are currently 15 Big Brothers Big Sisters agencies and there are new ones being established every year. In the calendar year of 2017, 165 young people benefitted from having a big brother or big sister in the Christchurch programme.

## 2. The Team

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### **Matthew Button – Manager**

Matthew works 32 hours per week as the manager of BBBS Christchurch. Matthew has led BBBS since its inception. The National Office consistently seeks Matthew expertise on a range of matters. Part of Matthew's role is being a mentor himself and supervising matches.

Matthew has also worked in youth mental health and youth work for a church. Matthew plays guitar and piano and still loves playing soccer during winter and the occasional tramp in summer. Matthew lives for those moments that confirm why mentoring is so valuable for both mentor and young person.

### **Kirsty Newberry – Mentor Coordinator.**

Kirsty works 38 hours a week supporting matches in the south and east of Christchurch. She has been in the role for 2 years and has completed her Bachelor's degree in Psychology. She loves her dog (more than her job perhaps) and enjoys weekends away with her partner tenting. Kirsty loves gathering information and learning about what research can tell us about mentoring, and her curiosity extends to helping mentors reflect on their experience.

### **Faye Higgins – Assistant Manager and Mentoring Coordinator**

Faye works 38 hours a week supporting matches in the south-west and north-east of Christchurch. She has been in the role for 18 months, after a career supporting staff and students within special needs and early years education. She really nurtures and cares for the mentors she looks after and is always looking for ways mentors and their young people can have more fun experiences and opportunities together. She runs the group activities held termly for the mentoring matches and can always be relied on for a lovely staff morning tea.

### **Jacqueline Campbell – Business Development Manager**

This new position aims to build the capacity of the organisation so more children can be mentored. Jacqueline has only recently started in her role and is developing new "Big" fundraising plans. Jacqueline brings a fresh enthusiasm to the team and when she is not busy fundraising, she is probably spending time with her two children or baking while listening to her eclectic range of music.

### **BBBS Board**

The board or trustees meet every six weeks. The board includes Rob Murfitt (District Court Judge), Kimberley Costelloe (Accountant), Lydia Hemingway (Senior Fundraiser), Roger Sutton (Business Consultant), Vanessa Thompson (Previous BBBS Co-ordinator), Sonia Mazey (Deputy Vice Chancellor of Business and Law at UC), and Duane Smithson (Sales Manager at Ricoh). The average tenure of most experienced board members is approximately 6 years. Our patron is scrum doctor and All Black forward coach Mike Cron.



The Big Brothers Big Sisters has an office at St. Aidans Anglican Church at 63 Brookside Terrace (corner of Aorangi Road) in Bryndwr. Being based in a suburban environment means that the positions truly a part of the community around them and parking is never a problem.

### 3. The Big Brothers Big Sisters Culture

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The culture at BBBS is dominated by an unwavering passion for mentoring. The thing we love the most is sharing stories about our mentoring relationships. Usually it's a comment from a mentor or young person that confirms why we do this and gives you that warm tingly feeling all over. It is rarely about achievements but more often a reflection of the how the relationship is valued. So the work we do naturally creates open and honest lines of communication within the team.

This work can also be tough, some of the difficult life experiences of mentees can be difficult to hear about and when a match doesn't work despite lots of planning and hard work, it's gutting. And so it is accepted that the support we offer to our mentors and young people sometimes needs to apply to our colleagues. We take time to slow down and talk, focus on staff wellbeing, and have some fun when it's really busy and a bit stressful. The new funding for the Coordinator position is an exciting development that will ultimately help many more Christchurch young people.



### 4. The Risks

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The permanent and long term. While we have been fortunate since the early days of having secured funding for at least the following six months and sometimes up to 10-11 months, you may be aware that traditional significant funding grants is less secure than they were. Some grant avenues are either changing their approach or having less funds available due to lower investment returns. All the positions at the Trust are reliant on grants, donations and the other fundraising efforts. The Trust does everything it can to ensure the sustainability of the positions and the Trust as a whole. In the event of any challenging financial times, the Board have a plan to manage this and to ensure staff are well informed along the way.

## 5. The Role - Administrator

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An Administrator is now required to fill the current vacancy.

The role involves general day to day office duties, financial book keeping, bank payment processing and preparation of grant application paperwork.

The administrator helps make the office run as smoothly as possible so the other staff can work efficiently: On a day to day basis, this would include checking the mail, keeping the printer filled with ink, right through to ensuring that there are coffee and tea supplies. The Manager is often flooded with a variety of unrelated tasks that can bog him down and prevent the development of the organisation. Thus the administrator's role is to assist in reducing the amount of time the manager needs to be in the office. This can also be tasks like making bookings, arranging mailouts, printing photos or training materials. When BBBS holds events, the Administrator will assist with some of the logistics of these events.

As a Charitable Trust, we rely heavily on grants from Community Funders for financial support and creating Grant Fund Applications is an important part of the Administrators role. The administrator will work closely with the Business Development Manager to ensure applications are made to appropriate funders in a timely manner with the appropriate content. The final part of the role is to cover all the financial tasks. This includes the payment of bills, bank reconciliations and inputting data into the accounting software (MYOB). The treasurer drops in from time to time to assist with tasks and requesting information for reporting to the trust board. Each year in February the administrator will assist in completing the financial audit.

The salary band for this role is \$19-\$23 per hour. **This is a part time position for 12 - 16 hours per week**, by arrangement between the manager and the applicant. The position will be 3 - 5 days in the 9-5pm window. There may be infrequent occasions when the role may require some evening work eg. for a termly BBBS event. Big Brothers Big Sisters has an office at St. Aidans Anglican Church at 63 Brookside Terrace (corner of Aorangi Road) in Bryndwr. Being based in a suburban environment means that the administrator is truly a part of the community around them and parking is never a problem.

## 6. Skills, Attitude & Attributes required

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BBBS are looking for someone with a can do attitude, as well as the desire and personal drive to become a key member of the team. The administrator's success depends on their interpersonal and communication skills and their ability to take initiative and to work independently in meeting goals. The role will require making many phone calls and emails to funders, suppliers and other staff. In such a small organisation being a team player is critical, and open communication with everyone is a priority. The successful applicant may have a background in office management, administration and bookkeeping. An understanding of mentoring and not for profit organisations will also help. Basic office and computer skills are needed to create and maintain the systems that ensure the organisation continues to function and grow efficiently. Experience and proficiency with Excel, Word and MYOB are essential. This position will excite people who want to make a genuine contribution to the young people of Christchurch by being an instrumental part of the mentoring programme. Who says individuals can't make a difference?

## 7. Submitting Your Application

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To apply for the position, please email your application to [jacqueline@bbbs.nz](mailto:jacqueline@bbbs.nz) or if this is not possible you can post to:

Jacqueline Campbell  
Big Brothers Big Sisters of Christchurch  
PO Box 20045  
Christchurch 8543

Your curriculum vitae should include evidence or example of your ability to meet the key competencies. Please include a cover letter explaining **why** you are interested in this position. Try and forget everything the so called experts tell you to do when applying for job. Instead show us your true colours.

Queries to [matt@bbbs.nz](mailto:matt@bbbs.nz) in the first instance or (03) 358 4019.

**Applications close 5pm Monday 21<sup>st</sup> January 2019**

Thank you for your interest and we look forward to hearing from you.

Regards

Jacqueline Campbell  
Business Development Manager  
Big Brothers Big Sisters of Christchurch

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