



Able Charitable Trust trading as **Able Minds** mission is to support tangata whaiora who are affected by mental distress or addiction and their family and whānau in New Zealand. Our goal is to provide individuals and whānau with the strengths, skills and support they need for a better life experience at home, at work and in the community both now and into the future.

Our **Support workers** are experts in this area – they understand the impacts of mental distress and addiction, the system and collaborate with agencies so that clients are well resourced in the care of their loved one. It can be demanding with mental distress or addiction in the family, Able Minds builds resilience so that families can cope effectively with the challenges they face. Able Minds also facilitates **whānau peer support groups** to inform whānau on topical matters. These groups also promote connection and create support networks between families.

Able Minds delivers three signature programmes in the community. **Light Beyond the Shadows** is where we walk alongside those who have suffered bereavement as a result of suicide. **CUMIA** (Children Understanding Mental Illness and Addiction) is designed for tamariki who have a loved one that is affected by mental distress or addiction. **RAW** (Rangatahi and Wellbeing), is our youth mentoring programme to empower and build resilience. All programmes are a combination of counselling, one on one emotional support and peer support as appropriate, designed to impart tools, tactics and strategies to move forward and live well.

Able Minds facilitates **Activity Centres and Groups** which are formalised meetings where those with mental distress and addiction issues can come for peer support but also to actively focus on their recovery by learning new skills to build self-esteem and confidence. They are proven groups led by **lived experience Coordinators** to reconnect people back into the community.

Our **Timeout Contact** provides individual supervised contact for parents and children who are exposed to challenges associated with separation. Timeout Contact creates a safe environment to strengthen and maintain vital relationships so that long term, any feelings of guilt or blame is reduced.

Able Minds' holds the **Supporting Parents Healthy Children** contract which is the primary link between Te Whatu Ora and community. With a focus on achieving better health outcomes for children, parents and family as a whole. This comes from a family /whānau centred health viewpoint and is about analysing trends in the community and feeding this back into the system so that it evolves and produces equitable outcomes.

**Able Minds** is a free, confidential and mobile service and people can self-refer. We have office presence in Invercargill, Gore, Dunedin, Alexandra and Oamaru.

### **Our Mission**

“Able Minds supports tangata whaiora who are affected by mental distress or addiction and their whānau in New Zealand. Our goal is to provide individuals and families with the strength, skills, and support they need for a better life experience at home, in the community, and at work both now and into the future.”

<b>Job Title:</b>	<b>Business Administrator</b>
<b>Geographical Region</b>	Southern Region (Otago and Southland)
<b>Reports to:</b>	Operations Manager
<b>Direct Reports:</b>	Nil
<b>Internal Relationships:</b>	Operations Manager, Timeout Contact Manager, Fundraising & Marketing Manager and Chief Executive. All Able Minds staff and Board Trustees.
<b>External Relationships:</b>	All external stakeholders.
<b>Purpose of Position:</b>	The purpose of the position is to support members of the senior management team and the Board of Trustees in key functions necessary to ensure the operations and governance of the business.
<b>Salary Band:</b>	\$55,000 – 62,000 pa.
<b>Hours of Work:</b>	The position is a full time permanent, salaried position (40 hours per week). Work hours are flexible, will mainly be carried out between the hours of 8.00am and 6.00pm but some evening work or weekend may be required. Periodic travel will be required.
<b>Principal Task</b>	<b>Performance Standards</b>
<b>1. Payroll and financing</b>	<ul style="list-style-type: none"> <li>• Process payroll efficiently.</li> <li>• Monitor new employee’s details in the system promptly and ensuring existing employee information up to date.</li> <li>• Maintain the integrity of the payroll system.</li> <li>• Monitor leave requirements and sign off.</li> <li>• Keep abreast of employment law requirements and make requested changes in the system accordingly.</li> <li>• Assist Timeout Manager with invoicing requirements.</li> <li>• Assist as required with financial tasks, reporting and invoicing as directed by the Operations Manager.</li> </ul>
<b>2. Grants and events</b>	<ul style="list-style-type: none"> <li>• Assist the Fundraising and Marketing Manager with: <ul style="list-style-type: none"> <li>○ Grant planning</li> <li>○ Grant applications</li> <li>○ Grant accountabilities</li> <li>○ Event organisation and logistics</li> <li>○ Communications.</li> </ul> </li> </ul>
<b>3. Board Secretariat</b>	<ul style="list-style-type: none"> <li>• Liaise with Board chair and other Trustees.</li> <li>• Provide administrative support and planning for the Board.</li> <li>• Collate Board papers for dissemination in a timely fashion.</li> <li>• Take minutes at all Board meetings, follow up authorisations and file appropriately.</li> <li>• Follow up action lists.</li> <li>• Organise board logistics for meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow up necessary financial documentation for Trustees.</li> </ul>
<b>4. Administration</b>	<ul style="list-style-type: none"> <li>• Monitor admin email for referrals and pass these onto appropriate Manager in a timely manner.</li> <li>• Book any other administrative requirements such as travel and/or catering as and when required.</li> <li>• Assist the Chief Executive and the Operations Manager with administrative duties.</li> </ul>
<b>5. Health and Safety</b>	<ul style="list-style-type: none"> <li>• Work in a manner to ensure the safety of everyone on site.</li> <li>• Record/report incidents, hazards, accidents and near misses.</li> <li>• Keep your work space tidy and free from clutter.</li> </ul>
<b>6. Training and Development</b>	<ul style="list-style-type: none"> <li>• Attend training as agreed to with Operations Manager to enhance professional development within JD scope.</li> </ul>
<b>7. Flexibility</b>	<ul style="list-style-type: none"> <li>• Assist as and when needed to ensure the effective running of Able Minds' Services according to the requirements of the contracts and Able Minds' Strategic and Business Plans.</li> </ul>

**Skills, qualifications, and core competencies:**

The Business Administrator must have qualifications or experience in payroll systems and/or personal administration as well as supporting governance teams.

Excellent computer literacy and skills.

Experience working for not for profits is advantageous.

The Business Administrator must have a current driver's licence.

**Personal Qualities:**

This position would suit someone who is highly organised, detail orientated and accurate.

Excellent interpersonal skills are required to deliver on Board expectations and work with the internal team.

Professional.

Have a good sense of humour.

Able Minds is an equal opportunity employer, committed to excellence in occupational health and safety and is committed to providing and maintaining a safe and healthy working environment for employees, students and contractors, visitors and anyone using its premises as places of work.