

# TE AU MĀRIE

## 1769 SESTERCENTENNIAL CHARITABLE TRUST

### Role Description – General Manager

The position of General Manager, is responsible for developing, coordinating and implementing the business plan established with the trustees; providing operational support to the Trustees, and coordinating of the various committees. The position is also responsible for overseeing funding applications, and reports to the Te Au Mārie Trust Board in terms of key performance objectives. Operationally the position will be either work from home or be based at Far North Holdings Inc.

#### Background

In 2019, the nation will commemorate *Tuia First Encounters 250*, marking the arrival of the HM Bark Endeavour to New Zealand and the first meeting between Europeans and Māori. The event will also acknowledge the presence of the Polynesian Tupaia; the first arrivals of voyaging waka and acknowledge our dual heritage and shared future.

The Bay of Islands is one of the landfall sites, and reports of its “most noble anchorage” lead to early first contact and trade between local Māori and Europeans up and down the Coast. These relationships developed to set in train the foundations that lead to the signing of the Treaty of Waitangi in 1840.

The Te Au Mārie Trust has been established to organise local commemorations in the Far North and provide national coordination, with the country’s plans.

#### Details:

**Location:** Far North Holdings or part home-based (TBC)  
**Date:** December 2017  
**Hours:** 0.5 FTE (20 hours per week)  
**Term:** 12 months initially followed by a review

#### Reporting Lines:

Te Au Mārie Trustees



General Manager



Sub committees/projects manager

#### Specific Position Objectives

The General Manager reports into the board with specific accountability for:

- Developing a business/communication plan to bring various stakeholders and the community on board in understanding the goals of the Trust
- Developing business plans for key initiatives for submission to central and local government
- Working with the board and the various sub committees to develop and implement the project plans identified within the business plan
- Managing strategic partnerships and key stakeholder relationships
- Coordinating with the various committees/steering groups to ensure resources are well utilized and goals and plans are achieved
- Monitoring and evaluating on a regular basis performance against project plans and agreed goals

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- Planning and organizing the monthly board meetings and agenda in collaboration with the co-chairs, including minute taking
- Preparing monthly board report to a standard and format accepted by the board
- Ensuring the trust meets all statutory reporting and acts in accordance with the trust deed
- Ensuring that all intellectual property owned by the trust is legally protected
- In time, recruit staff and/or contractors to provide operational support to the organization as approved by the board
- Manage performance, service levels and relationships with contractors and staff.

### Financial Objectives Include:

- Preparation, submission and reporting against for funding applications
- Liaising with key stakeholders in the funding process
- Overseeing the forecasting and monitoring of the annual budget
- Overseeing the preparation of the annual report
- Overseeing monthly income and expenditure and ensuring the organization operates within this budget – report on this at the monthly board meetings
- Developing financial modeling, due diligence and forecasts for initiatives that form part of the management plan

### General Skills

- Has financial and commercial understanding and competencies
- Has experience in project/proposal development and management
- Understands the magnitude of the opportunities which could flow from these initiatives

### Personal Characteristics

- Is self-motivated and disciplined with a high level of attention to detail
- Comfortable in public settings, and able to present at hui and meetings
- Is able to juggle multiple tasks and stakeholders
- Has an understanding the dynamics of the Tai Tokerau Northland political and iwi environment
- Has strong communication and interpersonal skills and can engage confidently with stakeholders whether they are iwi, hapū, funders or community
- Leads by example and conducts work in a professional, fair and ethical manner with a high level of integrity
- Has the ability to work both individually and as part of a team

### Key Relationships

Internal	External
Te Au Mārie Co-Chairs	Stakeholders and communities
Te Au Mārie Trustees	Iwi and hapū
Te Au Mārie sub-committees	Local government authorities
Te Au Mārie Projects Manager	Funders (Philanthropic & corporate)
	Government officials
	Contractors/Suppliers

### Authority levels

**Budget:**       \$2,000