

Puketi Forest Trust

Job Description - Project Administrator	
Role Purpose: To support the forest restoration work of Puketi Forest Trust by providing administration, fund raising and communications/public relations services.	
Reports to: Project Manager	
Hours of Work: Part time 30 hours/week.	
Term of Employment : 3 years fixed term	
Tasks and Responsibilities:	
Employment administration	Time keeping, payroll, employment records, training records.
Accounting	Financial records, payments, invoicing, six-monthly GST returns. Assist the project manager in preparation and monitoring of budgets and cash flow forecasts. Compile financial records and associated material for accountant and auditor. Record donations and issue receipts. Maintain a membership record. Manage procurements and verify supplies.
Public and membership relations	Compile, edit and distribute newsletters (3 p. a.). Manage the trust's Facebook page and website with regular updates. Prepare and issue press releases for significant trust events and news. Prepare and implement a communications plan for the Trust in association with the Board.
Fund raising	Prepare funding applications and accountability reports to funding organisations. Assist the trustees to develop the trust's model for private funding and promote the Puketi Forest Endowment Fund.
Events	Provide logistic support for staff training events. Prepare and maintain display materials giving information about Puketi Forest and the trust. Organise occasional events at the forest and other locations for public interaction. Arrange hosting of school visits to the forest.
Secretarial services	Keep minutes of trustee meetings. Manage mail and email communications and distribute to team members and trustees. Keep systematic files of trust documents, including regular backup of electronic records.

	Keep health & safety records.
<p>Essential Skills: Clear and effective communicator in written and spoken English. Competent with Word, Excel, Powerpoint and small business accounting software. Experienced in book keeping and employment administration. Experience in a communications or public relations role would be an advantage.</p>	
<p>Essential Attributes: Keen interest in conservation and ecosystem protection. Attention to detail and accuracy.</p>	
<p>Primary working relationships Internal and project contacts: PFT board, Project Manager, Project Supervisors, kaimahi</p>	
<p>External contacts Members, funders and donors, central and local government agencies (DOC MSD NRC MPI), NGO's, contractors.</p>	