



Wānaka Community Workshop
Operations Manager (Contract role)
Job description

About Wānaka Community Workshop

Wānaka Community Workshop (WCW) was developed in 2020 as a community initiative where people can access the tools, materials, knowledge and physical space necessary for building and repair projects, without having to purchase or rent their own.

WCW functions as a space where members can work on projects, host workshops or simply pop in for a cup of tea and some companionship. WCW is home to Central Otago's Wo(Men)Shed and Fabricate (a sewing workshop), where volunteers have the opportunity to work on projects that create meaningful social and environmental impacts for other community groups and trusts in the district.

About the role

Reporting to the Board of Trustees and working alongside WCW volunteers, members and trustees, the Operations Manager is responsible for the daily administration of the Wānaka Community Workshop and its activities.

A critical aspect of the role will be managing WCW's volunteers, who use WCW's facilities for community-focused projects.

This is a part-time contractor role, based onsite at Wānaka Community Workshop, Gordon Road.

Remuneration for the role is \$72,000 FTE. You will be responsible for paying your own tax.

Key responsibilities

Database and membership management

Maintain and update databases, manage new membership registrations.

Relationship management

Build and maintain connections with key stakeholders including sponsors, volunteers, members, schools and community organisations.

Financial administration

Support financial processes and record keeping including invoice management, processing payments, and reconciling accounts.

Health & Safety (H&S) compliance

Ensure all H&S policies are adhered to. Maintain documentation and procedures to ensure a safe working environment. Deliver H&S inductions, risk management protocols, equipment and machinery training for existing and new volunteers and members. Organise training for equipment and machinery use for existing and new members.

Fundraising support; accountability reporting, reporting

Provide administrative support for fundraising applications and accountability reporting. Preparing quarterly progress reports.

Meeting & calendar coordination

Organise meetings, prepare agendas, record minutes and deliver follow-up communications. Maintain the internal calendar for Wānaka Community Workshop. Book and schedule community events and member bookings.

About you

Relationship building is your superpower! You're collaborative, have a keen interest in community development, waste minimisation and a desire to work with a non-profit organisation that is making a positive impact in the Upper Clutha community.

We are looking for someone who has:

- demonstrated leadership experience - managing volunteers is a bonus
- can work autonomously and independently
- excellent interpersonal, spoken and written communication skills
- financial management skills - experience working with Xero is a plus.
- relationship and stakeholder management skills.

Experience working in the not-for-profit sector is preferred.

We value diversity and welcome applications from all genders, orientations and cultures. Because you will be working with children, the successful candidate will be required to complete a Ministry of Justice Police Check.

Applicants must have the right to live and work in New Zealand. Wānaka Community Workshop is unable to provide visa sponsorship for this role.

How to apply

Please email your CV and a one page cover letter telling us how your skills, experience and qualifications match the key responsibilities of this role to trustee@wcw.org.nz

Interviews will be held in Wānaka.