



EDUCATION No specific qualification required.

KEY ATTRIBUTES

Management experience, preferably of a charity or for-purpose organisation
Exceptional stakeholder relationship management skills, with evidence of attracting and leveraging funds from donors, sponsors and funders
Highly-developed communication skills, written and verbal in English, preferable bilingual with Mandarin. Experience with and comfort in digital platforms.
Flair and skills for delivering a variety of events
Commitment and interest in classical music and youth development with an appreciation of issues influencing New Zealand arts
High level of initiative with a proven ability to multi-task and prioritise; good under pressure
An understanding of the principles of Te Tiriti o Waitangi and its implications for the work of the Foundation if relevant.
Ease and familiarity with Microsoft Office 365

MAIN FUNCTION

This part-time contract role oversees and manages all of the functions of the Chiron Lewis Eady Foundation ('CLEF') and delivers value to its beneficiaries

DIMENSIONS

Number of Staff: Part time and contract staff as required

Delegated Staff Authority: TBC

Key Internal Relationships: Board of Trustees
Contractors

Key External Relationships: Artists and Teachers
General public and audience
Sponsors, donors and funders
Media
Politicians and officers
Concert presenters and agents
Venues, ticketing agencies and suppliers
Volunteers

Approval for Expenditure: As per approved annual budget with discretion up to NZ\$10,000

Key Result Area	Actions	Measurements
Governance and Compliance	<p>Support the Foundation by providing administrative assistance to the Trustees via the Chairman, to ensure all governance, legal, and fiduciary matters required by New Zealand Trust law are addressed</p> <p>Ensure that all activities are conducted in accordance with applicable legislation, rules and standards, including Charities Act 2005, Employment Relations Act 2000, Fair Trading Act 1986 and associated legislation</p> <p>Distribute meeting documents as appropriate</p> <p>Manage board memberships in line with best practice including induction of new members and tenure register</p> <p>Maintain and protect the Foundation's documents and assets</p>	<p>The Chair and Trustees report they are well-supported</p> <p>All deals, contracts and agreements meet the relevant legislative and/or policy requirements and standards</p> <p>Papers are accurately prepared and distributed in a timely manner; trustees are well-informed</p> <p>New members report sufficient information through induction; trustees are regularly appraised of tenure terms and upcoming vacancies</p> <p>The Foundation's documents and assets are protected against theft and damage</p>
Financial	<p>With the Chair, construct the annual budget for the Foundation's operations</p> <p>Manage the Foundation's expenditures in such a way that maximises the funds available</p> <p>Maintain and report Profit & Loss, Statement of Position and Cashflows</p> <p>Prepare annual accounts for audit</p> <p>Execute all bookkeeping activities in line with Foundation policies</p>	<p>Board approves budgets</p> <p>Meet annual budget</p> <p>Provide financial reports to board and any significant updates between regular reporting</p> <p>Auditors report clarity and consistency of annual accounts</p> <p>All invoices and bills are executed in a timely and accurate manner</p>

Operations	<p>Implement the Foundation's strategic plan and lead its operational delivery</p> <p>Maintain awareness of, and deploy effective strategies in response to relevant external influences including external trends and conditions, industry activity or opportunities</p> <p>Maintain strict code of ethics and protocol in every Trust action</p> <p>Ensure the artistic integrity of the Foundation is upheld</p> <p>Professionally deliver events within the Foundation's calendar of activities</p>	<p>Report against progress on a quarterly basis</p> <p>The Trust is aware of influences and proactively responsive to trends that affect its reputation and viability</p> <p>The Trust follows appropriate ethical and operational protocols to ensure its reputation of integrity</p> <p>The highest-possible standards of artistic integrity are expressed and reflected in the work of the Foundation</p> <p>Demonstrate the achievement of quality event delivery.</p>
Funding	<p>Seek and secure funds from sponsors, donor and grant makers</p> <p>Continually recruit new sponsors, donors and other sources of income</p> <p>Deliver benefits and value to sponsors and donors; maintain regular communication and information-sharing</p>	<p>Sufficient funds are received to deliver the Foundation's aims and business plan</p> <p>Implement devices to achieve a continually refreshed pool of funders</p> <p>Sponsors report their satisfaction with exchange of benefits; donors' feedback is that they feel engaged and welcome</p>
Brand and Audience development	<p>Raise the profile of the Foundation and protect its public image</p> <p>Maintain and grow the Foundation's audiences; deliver enriching audience experiences</p>	<p>Opportunities to maximise visibility of the Foundation are deployed</p> <p>Evidence of growth in attendances and feedback from audience consistently of high standard</p>

CLEF [Chiron Lewis Eady Foundation]

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