



Role Description: Administration Co-ordinator

Graeme Dingle Foundation – Northern Region

20 hours per week

Reports to: Group Regional Manager Northern

Location: Tāmaki Makaurau / Auckland

Date: June 2026

Purpose of the Role

The Administration Co-ordinator ensures the smooth running of the Northern region by delivering high-quality administrative, financial, operational, and systems support. The role supports programme delivery that enable the Graeme Dingle Foundation (GDF) to deliver positive outcomes for tamariki and rangatahi across the region.

Key Responsibilities

1. Office Management

- Coordinate day-to-day office operations to maintain an efficient and welcoming environment
- Manage supplies, assets, facilities, and relationships with external vendors
- Support health, safety, and wellbeing processes, ensuring compliance with GDF policies

2. Fundraising and Sponsorship Support

- Assist in the preparation of sponsorship proposals, donor reports, and event collateral
- Maintain donor and sponsor information in HubSpot
- Support donor stewardship activities and record-keeping

3. Finance and Accounts Administration

- Process invoices, purchase orders, reimbursements, and payments
- Support monthly reconciliations, credit card expenditure, and budget tracking
- Maintain financial documentation and assist with budget preparation and audit readiness

4. Document and File Control

- Ensure digital filing systems are well maintained, accessible, and secure
- Manage version control and maintain compliance with GDF document standards
- Support document preparation, templates, and archiving

5. IT Systems and Technology Support

- Provide first-level support for MyHR, iPayroll, HubSpot, and Microsoft 365
- Coordinate onboarding/offboarding processes including system access
- Liaise with external IT support when required

6. Team Support

- Provide general administrative and operational support to the Northern team
- Coordinate meetings, reports and internal communications
- Provide support to Mentor programme
- Provide support during events, ensuring smooth delivery

Key Relationships

Internal

- Northern team
- National team

External

- Schools, partners, donors, funders and community organisations
- Suppliers, contractors, and event providers
- IT and system support partners

Person Specifications

Skills and Experience

- Demonstrated experience in administration, office coordination, or operations roles
- Strong capability with Microsoft 365, HR/payroll systems, and CRM platforms (HubSpot advantageous)
- Proven financial administration experience, including invoice processing and reconciliations
- Strong organisational skills with the ability to prioritise competing demands
- Excellent communication skills, both written and verbal
- Ability to coordinate and improve administrative systems and processes
- Experience supporting or working alongside diverse teams and stakeholders
- Understanding of Te Tiriti o Waitangi and its application in organisational practice
- Commitment to culturally responsive practice that supports equity for Māori
- Ability to incorporate Te Ao Māori perspectives into day-to-day work, including appropriate use of reo Māori, tikanga, and kaupapa Māori concepts
- Willingness to continue learning

Personal Attributes

- Warm, collaborative, and values-driven
- Proactive, solutions-focused, and adaptable
- Strong relationship builder with a supportive approach to teamwork
- High level of professionalism, integrity, and discretion
- Commitment to GDF's kaupapa and improving outcomes for tamariki and rangatahi
- Calm, organised, and reliable under pressure

Employment details

- Reports to: Group Regional Manager
- Location: Mt Wellington
- Hours: 20 hours per week
- Salary: \$30-\$32 per hour