

Position	Trust Manager
Purpose	To manage and be responsible for the operations of the Trust. Deliver services, manage contracts and staff, funding, reporting and business development. Promote services to all stakeholders as the face of the organisation.
Values	Integrity Impartiality Confidentiality
Environment	<p>The Nelson Tasman Business Trust (NTBT) is a non-profit community organisation, established in 1993, providing free assistance and advice to both start up and existing businesses in the Nelson Tasman region.</p> <p>The Trust Manager is based in an office in a shared building in central Nelson. All services are provided by part time staff with support from a Board of Trustees. Staff are visible in the role and in the community. Clients include established small business owners, the self-employed, MSD beneficiaries and entrepreneurs planning to start an enterprise. Subcommittees of the governing Board of Trustees provide Employment and Marketing Support to staff.</p>
Hours of work	28 hrs per week increasing to 35 hrs per week with addition of the Mentor Manager role Flexible weekly schedule during office hours – 9am to 4pm Mon to Friday. Attendance required at monthly Trust Board meeting (1st Wednesday of the month) and Network Events
Reports to	Trust Chairperson
Status	Employee
Relationships	<p><u>Internal:</u> Board, Staff and Contractors</p> <p><u>External:</u> Business Mentors NZ, Business Community Leaders, Funders, Accountant / Bank</p>
Key Responsibilities	<p><u>Trust Management</u></p> <ul style="list-style-type: none"> Overseeing office and Trust compliance and operations. Reporting and regular communications with the Trust Board Approve expenditure and bank payments <p><u>Contract Management</u></p> <ul style="list-style-type: none"> Negotiating and preparing contracts for business services with Central and Local Government. <p><u>Funding Application management</u></p> <ul style="list-style-type: none"> Manage Funding Applications, reporting and approval requirements Maintain strong relationships with existing funders and seek new opportunities. <p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> Work with Trust Board to update the Strategic Plan Compile a Business Plan and Annual Budget <p><u>Business Development</u></p> <ul style="list-style-type: none"> Build and maintain good working relationships with all players in the Business world and Community of the Nelson/Tasman Region. Representing the Trust at various networking functions Develop NTBT services in the wider Nelson and Tasman regions <p><u>Relationship Management</u></p> <ul style="list-style-type: none"> Maintain positive internal and external relationships.

	<ul style="list-style-type: none"> • Ensuring the Trust reputation and positioning within the community is well respected. <p><u>Annual Reports</u></p> <ul style="list-style-type: none"> • Prepare and deliver annual reports on outcomes to stakeholders <p><u>Developing new services in line with strategy and budget</u></p> <ul style="list-style-type: none"> • Develop plans in line with client feedback and market demand. <p><u>Client Consultations</u></p> <ul style="list-style-type: none"> • Provide mentoring advice and support in a private consultation • Make recommendations for referrals • Ensure client database is well maintained <p><u>MSD Contract service</u></p> <ul style="list-style-type: none"> • Manage contract, administration and reporting • Deliver business planning assistance, engage and oversee contractor delivery. <p><u>Community Connect</u></p> <ul style="list-style-type: none"> • Plan and deliver the annual programme • Report on outcomes and engage future funding <p>Potential additional role as Mentor Manager 7 hrs per week</p> <p><u>Mentoring Service</u></p> <ul style="list-style-type: none"> • Management of Business Mentors New Zealand Service for Nelson Tasman. • Manage all aspects of the mentor mentee relationships with support for both sides • Represent BMNZ in the region, and promote at events and to stakeholders
<p>Qualifications / Experience</p>	<p>Ideally qualifications in business or a similar field Experience with funding and working with agencies Experience in working with a board. Experience or interest in business advisory services, Business planning or Financial Planning for SME's Demonstrated experience in a management role, preferably in the community or mentoring sector. Proven commitment to business development, community building, community development and sustainability principles. <u>Experience managing a small team</u></p>
<p>Competencies</p>	<p>Demonstrated skills in engagement, collaboration, negotiation and influencing. Entrepreneurial and innovative thinking. Understanding of the needs of small business owners and self-employed. Understanding and having knowledge of working within a not-for-profit organization Client advisory coaching skills desirable Proven track record in relationship building. Confident to be in a public role and promote the organisation and its services Excellent Organisational skills and ability to multitask and manage concurrent projects Strong track record of running high quality processes and systems. A can-do attitude and stimulated by challenge Excellent interpersonal skills Outstanding oral and written communication skills; and attention to detail. The ability to extract information, identify client needs, and deliver results. Self-motivated, organized and confident Flexibility, confidence and ability to work under pressure Able to apply confidentiality, high integrity. Prepared to do what is needed to achieve the goals. Comply with Health and Safety policies, contribute to safe working environment.</p>

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