



Executive Officer: Music Therapy New Zealand Organisation

Closes: 10 January 2024

Region: National – preferred Wellington

Work type: Independent Contract

Have you worked in the non-profit charity sector and have at least five years' experience in a senior administration or executive role, understand governance and working with external stakeholders and members, feel at ease taking minutes, responding and taking the initiative with members' enquiries, have Xero accounting software experience, have experience with updating and maintaining websites, and have organised conferences and symposiums for up to 100 people? If so, you may be the person that Music Therapy NZ is looking for.

About the role

- Music Therapy New Zealand is a Registered Charity, further details about us can be found on our website at: www.musictherapy.org.nz/about-mthnz
- This is an independent contract role servicing our nationwide membership, ideally based in Wellington where a number of our external relationships are also based. The weekly time commitment of approximately 35 hours per week is estimated for this role requiring flexibility in how this is structured, reporting to the Chairperson. There is some limited administration support when demand is high, and liaison with the Registration Board that has a Registrar. It is a demanding role supported by a volunteer-led Council that includes registered music therapists and other independent professionals. You may be asked to respond to members or attend meetings in the evening or on weekends

Attributes required for the role

It is also a varied and interesting role covering our community from across New Zealand. You do not need to be a musician, but an empathy with the power of music and therapies is helpful.

We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of the Māori community. You will participate in initiatives to embed te ao Māori into the way we do things.

You need to be willing to develop and build your own confidence and capability to contribute to the organisation's vision to be a treaty-responsive organisation.

- It is important that you have a strong not for profit background with the key skills in this role being:
- Fluency in a range of administrative processes including governance of non-profit or registered charity organisations, meeting procedures and minute taking, responding to correspondence and writing reports.
- Demonstrate an ability to look for opportunities, to engage with external stake holders including government agencies to promote Music Therapy in New Zealand and identify opportunities on which Music Therapy may be able to capitalise on.
- Good time management and organisational skills, a sense of humour, flexibility, ability to work in a team environment and taking initiative are key in this sole charge role.
- Good financial management skills including the use of Xero account software, GST, account reporting, budgets and knowledge of the auditing process.
- Website updates using WordPress as well experience in managing Facebook/Instagram posts.
- Understanding of the importance of confidentiality when dealing with personal information.
- Good communication skills and ability to respond appropriately to a range of people from a range of different cultural and organisational backgrounds.
- Familiarity with a range of online / software packages including Microsoft Word and Excel, Xero, google suite, Zoom, Canva, WordPress and Facebook and Instagram

This is an independent contractor role that will suit someone looking for some flexibility in how we structure your week up to 35 hours per week due to some evening online meetings being part of the role. While this role can be carried out anywhere in the New Zealand, we have a preference for a Wellington based appointment, although this may require travel elsewhere for meetings on a quarterly basis which are held on the weekend.

For a more detailed job description please contact the Music Therapy New Zealand Chairperson on info@musictherapy.org.nz

Applications for this role should be sent to admin@musictherapy.org.nz and close by 5pm on 10 January 2024.