

Contract role description

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| **Role:** | CoreNet NZ Manager | **Reports to:** | CoreNet New Zealand Committee (the Committee) |
| **Management Oversight:** | CoreNet NZ Chapter Office Administrator | **Hours per week:** | Part-time: Average 10 hours / week |
| **Date:** | September 2021 |  |  |

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| **Our commitment to CoreNet Global** | CoreNet Global is a non-profit international association representing nearly 10,000 members in 50 countries with strategic responsibility for the real estate assets of large corporations. In New Zealand we exist to lift corporate real estate industry performance through:* Celebrating corporate real estate, the role it plays, and the community of people elevating NZ property to deliver better business outcomes.
* Providing insight relevant to the NZ market – opening windows on worlds people don’t normally look through, providing a platform to share ideas, and helping people to understand the requirements of others in our sector
* Developing people – through providing professional development opportunities, practical knowledge, publications, research, symposiums, events, and networking groups
* Connecting people and organisations – through creating a platform for people and organisations within the industry to network and gain knowledge; building a community that is here to share, learn and mentor.
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| **Purpose of the contract** | The purpose of the contract role is to: * Liaise with and assist the Committee to develop, evolve and drive CoreNet New Zealand’s strategic direction and operational plans. Setting a positive overall direction and ‘tone’ that inspires and builds our overall chapter momentum in line with CoreNet New Zealand’s strategic direction and overall value proposition.
* Lead the execution of strategy set by the Committee
* Support the Committee and Sub-Committees by developing and implementing a plan for recruiting new CoreNet sponsors, managing them, and ensuring current sponsors are getting value for money
* Manage the delivery of administration, finance, compliance, communications and event management functions to ensure the smooth running of the New Zealand Chapter operations and events – reporting to the Committee.

To achieve this, it will be helpful to have experience in a property-related organisation and to be adept at collaborating and engaging within our organisation, with our sponsors, our members, and wider industry stakeholders.  |

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| **Key responsibilities** |  **Strategic Support:**In support of the Committee:* Develop, evolve and drive a regular annual review and update of CoreNet New Zealand’s strategic direction.
* Prepare and submit an annual operating plan and relevant CoreNet compliance documents
* Provide oversight of the various Committee activities and escalate any opportunities or risks to the Committee, as appropriate.
* Work closely with the Events, Young Leaders and Symposium Sub-Committees, to develop plans and support the management and successful execution of CoreNet events.
* Support the Committee and Sub-Committees to develop and implement a strategy and plan for recruiting new CoreNet members and sponsors as required.
* With support from the Treasurer/Administration role, generally, ensure all New Zealand’s CoreNet Global obligations are met.

**Stakeholder Engagement, Communications and Marketing:*** Engage widely, build positive partnerships and act as key operational contact with our members, sponsors, industry stakeholders, the Committee and Sub-Committees, as appropriate.
* Be present at all CoreNet events and our annual symposium, providing a consistent face for our sponsors, members and industry stakeholders to represent the CoreNet New Zealand Chapter brand
* Working closely with the Committee and various Sub-Committees you will coordinate communications and marketing materials, including LinkedIn and other social media content.
* Assist the Executive Committee with securing sponsorships.

**Chapter Operational Functions**:With support from the Chapter Finance & Office Administrator:* Support and coordinate all events including bookings, catering, name tags Organise and maintain CoreNet records, and archives on a digital data base.
* Coordinate agendas and minute monthly meetings
* Maintain up-to-date information records across our operations

**Supporting Chapter Finance Functions**:Provide support to the Chapter Finance & Office Administrator where appropriate to ensure:* Monthly bank reconciliations are kept up-to-date.
* Payments are made in a timely fashion
* Annual management accounts are produced for Executive Committee review
* Assist with collection of membership dues
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| **Outcomes** | ***Strategy**** CoreNet New Zealand’s strategy is clearly articulated to our stakeholders including members, sponsors and other parties as appropriate.
* In support of the Committee, strategies and plans are developed and delivered on time in line with our overall strategic direction
* Retaining and attracting strong and mutually rewarding sponsorship relationships and a membership that ensures a sustainable CoreNet New Zealand Chapter, recognised as the pre-imminent professional body for our corporate real estate industry.

***Stakeholder Engagement, Communications and Marketing:**** CoreNet New Zealand members, sponsors and wider industry stakeholders consider CoreNet Global indispensable to their successful practice of corporate real estate.
* Our members, sponsors and wider industry stakeholders remain up-to-date with events and our annual symposium

***Operations and Finance**** The delivery of CoreNet New Zealand administration, finance, compliance, communications and event management functions occur in a in a timely fashion ensuring the smooth running of the CoreNet Global New Zealand Chapter operations and events.
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| **Key skills /** **role requirements** | * High level of customer focus, and track record of customer delivery.
* Excellent written and oral communication skills.
* Proven experience in successfully delivering business plans and strategies
* Excellent interpersonal skills and experienced at building trust and strong partnerships with both internal and external stakeholders.
* Experience in the operational management of a similar not-for-profit organisation is desirable.
* Experience and a good understanding of event operational functions is also desirable.
* An understanding of the property sector is desirable, but not essential.
* Excellent problem-solving skills.
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