

POSITION DESCRIPTION	
Job Title	Executive Assistant
Tenure / Hours	Permanent part-time, 20–25 hours per week, worked across Monday to Friday. Morning availability is essential. The role also requires occasional travel within New Zealand to attend key meetings and other commitments. Travel may involve overnight stays and some flexibility around usual working hours.
Location	Ideally based in Wellington, however remote options can be considered if based in Auckland, Christchurch or Dunedin.
Responsible to	Assembly Executive Secretary
Responsible for	N/A
Position purpose	The Executive Assistant is a trusted partner to the Assembly Executive Secretary and a key enabler of effective leadership and governance. The role helps translate priorities into coordinated action by anticipating needs, exercising sound judgement, protecting the AES's time and attention, and ensuring the right information, preparation and follow-through are in place. Working with a strong understanding of context and priorities, the Executive Assistant manages executive workflow, supports decision-making and strengthens the quality and rhythm of governance and operational activity. The role prepares briefings and communications, connects people and information, identifies emerging issues, and progresses matters within agreed authority so the AES can focus on the work that requires their leadership.
Date	October 2026

THE PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND

The Presbyterian Church of Aotearoa New Zealand (PCANZ) believes it is called by God to work with others in making Jesus Christ known. The Presbyterian Church has been in New Zealand for more than 160 years, and today we face an environment as challenging as that faced by the early settlers in 1840. We have a strategy that recognises that our society has changed, and we must change with it while retaining our belief in the transforming power of Christ.

FUNCTIONAL RELATIONSHIPS

The role requires positive, respectful, and constructive working relationships with colleagues, congregations, presbyteries, governance bodies, and external stakeholders.

Internal to PCANZ	External to PCANZ
• Assembly Executive Secretary • Council of Assembly members • Council committees and subcommittees • Moderator and relevant senior Church leaders • National Office colleagues • Presbytery and Synod EO's	• Partner organisations and ecumenical contacts • Government, community and sector stakeholders • Venues, travel providers and other service providers

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KEY RESULT AREAS

The position of Executive Assistant encompasses the following major functions or key result areas:

- Executive partnership and workflow
- Calendar and inbox management
- Decision and briefing support
- Council of Assembly and governance support
- Meetings, travel and events
- Confidential information and records
- Relationships and communication.

The requirements in the above Key Result Areas are broadly identified below:

YOU ARE ACCOUNTABLE FOR	SUCCESS IN THIS AREA LOOKS LIKE
Executive Partnership and Workflow	
• Act as a trusted thought partner to the AES, maintaining a clear view of strategic priorities, commitments, dependencies and emerging issues. • Anticipate what can be prepared, resolved or progressed on the AES's behalf and take action within agreed authority. • Prepare concise briefings, correspondence, presentations, reports and decision-support material. • Maintain action and decision tracking, prompt owners and ensure commitments move to completion. • Improve systems and working practices that reduce friction and strengthen leadership effectiveness.	• The AES's time and attention are concentrated on the matters requiring executive leadership. • Risks, gaps and competing priorities are surfaced early with practical options for resolution. • Briefings and executive documents are accurate, concise, audience-appropriate and decision-ready. • Actions and commitments are visible, owned and completed on time. • Executive workflows are reliable, efficient and continually improved.
Calendar and Inbox Management	
• Manage and prioritise the AES's calendar in line with agreed objectives, relationships and decision points. • Monitor and triage the AES's inbox, identify urgent or sensitive matters, organise information, and prepare or send responses when authorised. • Coordinate papers, context, talking points and reminders so the AES is prepared for meetings and commitments. • Protect appropriate space for preparation, strategic work, reflection and key relationships.	• The AES's schedule reflects agreed priorities rather than simply incoming demand. • Important communications receive timely attention and routine matters are resolved efficiently. • The AES has the right information, context and options at the right time. • Correspondence sent on behalf of the AES is accurate, appropriate and consistent with delegated authority.
Council of Assembly and Governance Support	
• Coordinate Council of Assembly and relevant committee meeting cycles, schedules, agendas, papers, reports and logistics.	• Council of Assembly meetings are well planned and properly documented and focused on effective discussion and decisions.

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YOU ARE ACCOUNTABLE FOR	SUCCESS IN THIS AREA LOOKS LIKE
• Use the agreed governance platform, currently Boardable, to create and publish meetings, agendas and papers. • Review papers for completeness, consistency and readiness, escalating gaps or risks before publication. • Take accurate minutes, maintain decision and action registers, and follow up agreed actions. • Maintain the Council of Assembly Handbook and support the orderly review and administration of policies, processes and procedures. • Provide governance coordination to committees or subcommittees where directed by the AES.	• Papers are complete, accurate, securely distributed and available within agreed timeframes. • Minutes provide a clear and reliable record of decisions, accountabilities and actions. • Policies, handbooks, decisions and action records are current and accessible to authorised users.
Meetings, Travel and Events	
• Arrange meeting logistics, venues, technology, travel, accommodation and itineraries for the AES. • Coordinate meeting logistics (including invitations, attendance, catering, venues, technology), for Council of Assembly and other governance activities, where required. • Anticipate contingencies and resolve logistical issues promptly.	• The AES's meeting and travel arrangements are well planned, cost-conscious and clearly communicated, enabling them to focus on the purpose and priorities of each engagement. • Governance participants experience well-organised and reliable arrangements, with changes or practical issues anticipated and resolved promptly with minimal disruption. • Changes and issues are handled calmly and with minimal disruption.
Confidential Information and Records	
• Handle executive, governance, personnel and other sensitive material with a high degree of discretion and care. • Maintain orderly, secure and accessible records in line with PCANZ policies and agreed access controls. • Exercise sound judgement about what may be handled independently, what requires AES approval and what must be escalated.	• Confidentiality and trust are consistently maintained. • Information is accurate, secure and available to authorised people when needed. • Sensitive matters are handled with maturity, sound judgement and appropriate boundaries.
Relationships and Communication	
• Build respectful and effective working relationships with the AES, Council members, Church leaders, National Office colleagues and external stakeholders. • Act as a professional and welcoming point of coordination for people engaging with the AES or Council of Assembly. • Represent the AES in agreed communications or meetings where appropriate. • Communicate clearly, warmly and in a manner consistent with the mission, values and reputation of PCANZ.	• Stakeholders experience responsive, respectful and well-coordinated engagement. • Communication is clear, timely and appropriate to the audience. • Delegated interactions are handled confidently, accurately and within agreed boundaries. • The role strengthens trust and enables effective relationships around the AES and Council of Assembly.

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YOU ARE ACCOUNTABLE FOR	SUCCESS IN THIS AREA LOOKS LIKE
Teamwork	
Working together as part of a team to meet the requirements of your role.	Contributing positively to the team by sharing knowledge and ideas, communicating openly and respectfully, showing initiative, supporting team objectives, and responding constructively to change.
Professional Development – self	
Identifying areas for personal and professional development.	Actively identifying development needs, discussing them with your manager, and taking responsibility for building and applying new skills in your role.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with PCANZ's health and safety policies, procedures, and systems.	Understanding and meeting PCANZ's health, safety, and wellbeing obligations, working safely, and encouraging others to take a safe and responsible approach to their work.
Other Duties	
- From time to time, you may be required to undertake duties in addition to those outlined but which fall within your capabilities and experience. - Looking for opportunities to improve systems, processes, and work practices, both within your own areas of responsibility and across the organisation.	Responding positively to requests for support, showing flexibility and willingness, and contributing ideas that improve systems, processes, and ways of working.

NOTE: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between you and your manager as part of the performance development process.

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PERSON SPECIFICATION

This section outlines the qualifications, experience, skills, and personal qualities required to perform the role effectively.

	Essential	Desirable
Experience	- Substantial experience supporting a senior executive in a complex, high-trust environment. - Experience managing competing executive priorities, complex calendars, inboxes and correspondence. - Experience preparing briefings, reports, presentations or decision-support materials. - Experience coordinating boards, councils, committees or governance meetings, including agendas, papers, minutes and action follow-up. - Experience handling confidential and sensitive information.	Experience in a Church or not-for-profit governance environment.
Knowledge and Skills	- Strong organisational skills with meticulous attention to detail and the ability to maintain accurate records and filing systems. - Strong written communication, document preparation and minute-taking skills. - Ability to understand context, connect information and identify what matters for a decision or next step. - Advanced proficiency in Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams) and digital scheduling tools. - Demonstrated ability or genuine appetite to adopt and champion AI tools (e.g. Microsoft Copilot, meeting transcription tools) to improve the efficiency and quality of executive support. - Sound judgement, problem-solving ability and confidence to act within agreed authority. - Ability to work independently and effectively in a remote or hybrid environment.	- Consolidation experience involving multiple reporting entities. - Experience within the not-for-profit, charity, church, or public benefit entity sectors. - Knowledge of PBE accounting standards.
Personal Qualities	- Demonstrates integrity, discretion, and sound personal judgement. - Warm, respectful, and approachable, with the ability to build trust across the Church. - Works collaboratively and constructively within a small national office team. - Reliable, self-managing, and able to follow through on agreed responsibilities. - Communicates clearly, professionally, and with care. - Shows initiative and a willingness to adapt, learn, and improve. - Comfortable working in a Church context and in a way that supports the ethos, values, and mission of PCANZ. - Respects and supports the bicultural and multicultural context of PCANZ.	

CHANGES TO POSITION DESCRIPTION

From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of your formal performance and development discussions.

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