

JOB DESCRIPTION AMENDED AUGUST 2021

TITLE: Executive Officer

PURPOSE OF THE POSITION

The purpose of this role is to support the Chair and Board of Directors by providing:

- Secretariat Support to the Board
- Grant Management
- Administrative, Compliance and Executive Services
- Relationship Management.

KEY RELATIONSHIPS

Internal

- Cognition Education Trust Ltd (CET) Directors

External

- Cognition Education Ltd (CEL) management
- Investment Manager and other external service providers
- Grants applicants
- The Education, philanthropic and community sectors

KEY RESPONSIBILITIES

1.0 Secretariat – Board administration and support:

- Support the Chair and Board in all governance matters.
- Co-ordinate and support the Trust's strategic planning and managing the operational delivery of the Trust's activities through the Annual Work Plan.
- Maintain the Governance Manual and other key documents including Policy Register, Interest Register and Tenure
- In conjunction with the Chair, prepare and distribute meeting schedules, agendas and ad hoc papers as required.
- Provide a report to each Board meeting and r and ad-hoc reports as required; alerting the Board to legislative or other issues that may impact on the Trust.
- Accurately record minutes of Board meetings and compile and monitor two monthly Action List; Record notes of video conferences
- Oversight of the trust's financial information., ensuring timely and accurate . reports to Board meetings and as required are received from CEL and the Investment Manager
- Manage budget monitoring cash flow to ensure grants paid out according to schedule and within budget.

- Maintain a calendar of meetings and important dates relating to Board activities
- Liaise with fund managers and organize bi-annual meetings for AMA Capital Management to report on investments.
- Ensure through Service Level Agreement with CEL that all legal / business compliance documentation is completed and reporting requirements met.
- Ensure the records of CET Ltd are maintained and can be accessed recalled easily by authorized personnel.
- Ensure all activities are conducted in accordance with applicable legislation, Charities Act 2005, Employment Relations Act 2000, Fair Trading Act and associated legislation.

KPIs

- **Timely and accurate reporting to the Board.**
- **Timely and accurate preparation of financials and compliance matters.**
- **Favourable Trustee Feedback.**

2.0 Communications and Brand Management

- Ensure wide distribution of information about CET LTD granting opportunities.
- Regularly amend and update the CET's website to celebrate current and historic granting investments.
- Continue to develop the CET's stakeholder database.
- Enhance communication and understanding by organizing face to face meetings between Board and grant recipients.
- Enhance the profile of the CET's work through networking opportunities.
- Actively manage distinctions Between CET Ltd and CEL activities to minimise confusion and address any issues that have the potential to undermine CET Ltd's charitable or CEL's commercial activities.

KPIs

- **Timely communication of Annual Granting round through a mixture of channels.**
- **Favourable stakeholder feedback on communications.**
- **At least 2 face to face meetings with grant recipients per year.**

3.0 Relationships

- Sustain a positive working relationship with CEL's CEO and CFO
- Assist CEL when requested and when appropriate to promote the charitable status, ethos and work of CET Ltd.
- Recognise the sensitivities that may arise in this relationship given CET is a charitable grantor in the education sector yet also CEL's 100% shareholder.
- Manage any potential conflict of interest with CEL in the assessment and funding of projects.
- Maintain professional and positive relationships with grant recipients ensuring they receive feedback from Board

- Maintain and develop positive relationships with education sector, including the Ministry of Education, philanthropic sector and community sectors through participation in virtual and face to face networks.

KPIs

- **Favourable stakeholder satisfaction.**

4.0 Grant activities

- Manage the granting function of the CET, including administration for the granting round(s) and support to the Grants Advisory Panel.
- Promote the opportunities for funding amongst stakeholders and potential grant seekers; communicate clearly to potential grantees the CET's strategic priorities, criteria and assessment process.
- Monitor the granting activities to ensure compliance with all the CET requirements, including and reporting requirements and providing feedback from the Board.
- Provide advice and commentary to the Board on the progress and impact of granting activities.
- Showcase and celebrate the achievements of grant recipients, including opportunities for face-to-face meetings with the Board

KPIs

- **Trustee satisfaction with the process and the reporting on outcomes of granting activities.**
- **Recipients' satisfaction with communication with Executive Officer and Board.**