Waitaki Power Trust

Role: Trust Coordinator (Part – time)

We are looking for an experienced Trust Coordinator for a minimum of 15-20 hours per month, with additional hours as required for the Waitaki Power Trust.

You would be contracted by the Waitaki Power Trust to manage the Trust meetings and to prepare the paperwork and Board papers in BoardPro, and to manage the taking of minutes at the meetings. Please note that the Trust meetings start at 9:30am on the second Wednesday of the month and go for approximately 3-4 hours.

Responsibilities:

- Liaising with the Chairperson
- Collating and uploading relevant Board papers into BoardPro for each meeting
- Taking the Minutes at the meetings
- Organising meetings and functions, as required
- Managing the preparation of the Boardroom for the Board meetings
- Action items from the meetings
- Manages and prepare responses to incoming and outgoing emails
- Manages and coordinates accommodation, training, and other activities
- Collates documentation for the Annual Audit
- Organises monthly payments online

Requirements and Skills

- Proven work experience in a taking meeting minutes (At least 3 years)
- Practical working knowledge of BoardPro software would be advantageous
- Good sound knowledge of Board meeting procedures
- Confidentiality
- A can-do attitude

Favourable Experience & Skills

- Administrative experience in a Board setting

Waitaki Power Trust

The Waitaki Power Trust is a consumer-owned trust that holds the shares of Network Waitaki Limited (NWL), the local electricity distribution company, on behalf of consumers within the Waitaki District. It ensures that the ownership of the network is held for the benefit of the community, rather than private shareholders. The trust distributes benefits, like discounts on electricity bills, to consumers connected to the NWL network.

To apply, please send a cover letter and CV to: secretary@waitakipowertrust.co.nz

Applications closing on Friday, 1 August 2025

Full Job Description available on request.