



AUCKLAND DEAF SOCIETY INC

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AUCKLAND DEAF SOCIETY FOUNDATION TRUST

POSITION DESCRIPTION FOR AUCKLAND DEAF SOCIETY MANAGER

ABOUT - AUCKLAND DEAF SOCIETY INC.

Auckland Deaf Society has been the cultural hub for our region's Deaf/NZSL community, their friends and families since 1937. We are dedicated to being a welcoming space where our community can engage in a range of activities and opportunities that will contribute to their lives and create a sense of inclusion and connection.

We celebrate our diversity, welcoming members of all stages of life and all ethnicities. We welcome people who are interested in NZSL and provide a supportive and accessible environment for them to learn about our language, culture and community.

AUCKLAND DEAF SOCIETY FOUNDATION TRUST

Auckland Deaf Society Foundation Trust is a charitable Trust, founded by the members in 2012, to look after the property and major investments of Auckland Deaf Society Inc. to ensure a financially sustainable future for the Deaf community in Auckland and its supporters. The Trust is governed by a Trust Deed and an investment policy that has been approved by Auckland Deaf Society Inc.

STRATEGIC VISION

AUCKLAND DEAF SOCIETY INC.

Our vision is to be the cultural and language centre for the Deaf/NZSL community. Our mission is to strengthen the Deaf community of Auckland. Our objectives are:

1. To strengthen the Deaf/signing community by reducing isolation often experienced by Deaf people, especially children attending mainstream schools;
2. To promote and preserve NZSL (New Zealand Sign Language) by attracting members of the public to engage with us, learn sign language and explore the Deaf World.
3. To create opportunities for the Deaf/signing community.

Phone: 09 630 6980 | Fax: 09 623 1681 | Website: www.auckland-deaf.org.nz

164 Balmoral Rd, Balmoral, Auckland 1024, New Zealand | PO Box 96050, Balmoral, Auckland 1342, New Zealand

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AUCKLAND DEAF SOCIETY INC

AUCKLAND DEAF SOCIETY FOUNDATION TRUST

Our vision is to support the Deaf community. Our mission is to financially sustain Auckland Deaf Society. Our objectives are:

1. To strengthen through effective use and maintenance of property and financial assets to enable Auckland Deaf Society to deliver on its mission to strengthen the Deaf community.
2. To grow through balanced investment decisions focussing on preservation of capital and long-term growth to build a financially secure and sustainable future.
3. To engage through utilisation of assets to meet current organisational needs, and to connect with the local and wider business.

VALUES

AUCKLAND DEAF SOCIETY INC.

- Deaf NZSL identity
- Deaf NZSL culture
- NZSL and Deaf cultural expression
- Cultural diversity and
- **Strengthen:** through learning and mentoring; focus on leadership development programmes and workshops for the Deaf community.
- **Growth:** through taking opportunities for partnership; working with volunteers and innovative strategy and programmes, including our successful NZSL classes.
- **Engagement:** through a vibrant and diverse inclusive events programme for whanau that encourages participation and is NZSL accessible.

AUCKLAND DEAF SOCIETY FOUNDATION TRUST

- Balanced investments
- Community engagement
- Strategic decision-making
- Guardians of the organisation's assets
- Appreciation of the Deaf community's culture and history

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1. POSITION

Reporting to the ADS board, the ADS Manager will have overall strategic and operational responsibility for ADS's staff, programmes and projects.

2. REPORTING RELATIONSHIPS

- a. Reports to: Chairperson, Auckland Deaf Society (ADS)
- b. Responsible for: 6-8 Direct Reports

3. ROLES AND RESPONSIBILITIES

A. Board Governance and Development

- Carry out the Boards of ADS and ADSFT instructions and directives, comply with Board policies and proactively provide the Boards with regular reports and guidance as required.
- Assist ADS and ADSFT Boards to conduct an annual review of each organisation's operating and financial performance and an evaluation of its overall capabilities and core competencies.
- Work with both Boards to develop an operational budget and plan for ADS, and monitor and review its financial performance
- Proactively manage and review all aspects of business risk in conjunction with the Boards of ADS and ADSFT.
- Ensure safekeeping of official documents and records.
- Attend all board meetings of ADS and ADSFT unless advised otherwise

B. Planning and Strategy Development

- To provide strategic and inspirational leadership and management of ADS, members and the Deaf community, to meet the needs and goals of the organisation (strategic directions).
- To grow the number of programmes to meet current and future needs of the Deaf community; and build excellence in service provision and programme delivery for continuous improvement, based on evidence and innovation for ongoing development.
- To identify and grow new income opportunities with ADSFT's guidance, for source funding to support programme development and create long-term sustainability of the organisation.
- To work strategically with other organisations to deliver long term positive outcomes for the organisation's community and members.



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C. **Operations Management and Financial Performance**

- Oversee the management of ADS on a day to day basis, in conjunction with the management team, to ensure agreed objectives are achieved.
- Ensure that all expenditure and investment activities are in line with delegated authority levels and have appropriate Board assent through either the budget or separate approvals.
- To ensure current viability, flexibility and long term sustainability according to the strategic directions, plan and budget with regular and accurate reporting to the Boards.
- Ensure the buildings, operations and culture of ADS, ADSFT meet all standards necessary to comply with the Health & Safety at Work Act 2015.
- Oversee venue hire and facilities management undertaken under ADS to ensure best practices and return on investment for the ADS Inc group

D. **Leadership, Organisational Capability and Culture**

- **Actively develop a professional work culture that is based on valuing people, teamwork, collaboration, inclusion, respect, honesty and integrity.**
- To build the organisation's capability, culture and performance and employ Deaf people wherever possible, if appropriate skills and experience are matched.
- To promote New Zealand Sign Language and its use in New Zealand.
- To ensure the Deaf community and the ADS membership are considered in important decision making.
- Implement a consistent performance review process that ensures people are motivated, developed and managed to build their personal and professional skills and to achieve their goals.
- Supervise implementation of HR policies and practices that are consistent with legal requirements and accepted best practices
- To understand the changing environment in which ADS and ADSFT operate.

E. **External Relations**

- To encourage, identify and maintain long-term relationships with key stakeholders, government agencies, potential funders, media sources and the public.
- Grow and maintain a positive, visible community image and public understanding, ensuring that ADS is a known as a provider of excellent service and programmes to support the Deaf community and New Zealand Sign Language.
- Support the ADS President and/or ADS and ADSFT Chairperson to be the key spokesperson regarding issues relating to the Deaf community.



AUCKLAND DEAF
SOCIETY INC

QUALIFICATIONS

Experience/Skills

I. Essential

- a. A personal philosophy and business ethic that is compatible with the mission and values of ADS and ADSFT.
- b. Proficiency in or willingness to learn New Zealand Sign Language and Deaf culture.
- c. Ability to lead, coach and motivate skilled professional staff and grow a team culture.
- d. Ability to apply best business and leadership practices to the management of the organisation.
- e. Ability to make sound business judgements based on information at hand and appropriate assumptions and business models.
- f. Rigorous analytical abilities and creative problem solving skills.

II. Preferable

- a. A personal and/or professional history of commitment to the Deaf community.
- b. Ability to apply visionary thinking to community programme development, commercial opportunities, fundraising and organisational development.
- c. Post-graduate degree or evidence of continued professional development.