



Scripture Union supports churches to help children and young people discover Jesus and become life-long disciples who serve the world around them.

Position Description

Title: Auckland Office Manager

Responsible to: The Operations Manager

Location: Auckland

Time: 7-10 hours per week

Date: August 2026

INTRODUCTION

Scripture Union New Zealand (SUNZ) supports churches to help children and young people discover Jesus and become life-long disciples who serve the world around them.

SUNZ is a Christian charity with a strong history of running camps and other programmes and training leaders. SUNZ is a volunteer-dependent organisation and our staff partner with many hundreds of volunteers leading and running our activities. We also partner with churches to support volunteers working with children and young people and their families. SUNZ teaches and models regular Bible use and prayer as a key part of growing holistically as a lifelong disciple of Jesus.

SUNZ is an international organisation, working in many countries worldwide.

E ū pūmau ana Scripture Union ki ngā kaupapa nunui o te noho kōtui tūturu, o te tiaki, me te whāinga wāhi o tētahi, o tētahi, ka takea mai i Te Tiriti o Waitangi. Scripture Union is firmly committed to honouring the principles of partnership, protection and participation inherent in Te Tiriti o Waitangi.

PURPOSE

The purpose of this role is to oversee the Auckland office and to provide support for the ministry staff and oversee the planning of SUNZ wide events in the Auckland region

RELATIONSHIPS

The Auckland Office Manager reports to the Operations Manager and maintains positive working relationships with:

1. National Director
2. All National Support Centre staff
3. Ministry Team Leaders
4. National Safety Coordinators
5. Auckland Regional staff and volunteers and supporters

TENURE

This is a permanent part-time position of 7-10 hours per week.

TASKS

Responsibilities	Key Tasks
Office Management To co-ordinate the Auckland Staff Team and Volunteers.	1. Co-ordinate the Auckland staff team. 2. Arrange regular staff meetings and other get-togethers. 3. Encourage Church Engagement and offer support for staff to do this. 4. Liaise with landlords and arrange follow up.
Office Administration To perform all tasks efficiently and on time.	1. Ensure the office is tidy, well-equipped and welcoming. 2. Answer the phone and respond to requests. 3. Welcome visitors to the office. 4. Deal with the daily mail and email. 5. Provide support and secretarial help as needed for Auckland staff and events. 6. Assist staff and supervise volunteers with mail-outs such as prayer letters (i.e. photocopying items, labelling and filling envelopes). 7. Use the database effectively for extracting and entering data and printing out information and address labels. 8. Maintain current resources, assist with sales and liaise with RFL. 9. Order and maintain office supplies (stationery, rubbish bags, refreshments etc.), and attend to filing, cleaning and rosters. 10. Banking, organizing petty cash and the Auckland regional account, entering details on spreadsheets. 11. Provide the National Office with monthly analyses of photocopying, postage and any other costs. 12. Update information on our database. 13. Other tasks as required.
Volunteer and Supporter Events To initiate and assist with Auckland wide events,	1. Initiate, oversee logistics and assist with supporters' events. This includes communication and promotion, venue and catering related tasks, and delegating and coordinating tasks with staff and volunteers.

	2. This includes the end-of-year supporters' events, Pōnui Picnic. It may include other occasional events as decided and able.
Wider SU Involvement	1. Attend all national staff meetings including Ministry Hui where required and able. 2. Participate in any other national or regional events as requested and able. For example, Kia Tipu. 3. Other tasks as required.