

Job Description: Governance & Operations Coordinator

Role Title: Governance & Operations Coordinator

Organisation: Ngā Wāhine Hākinakina o Aotearoa | Women in Sport Aotearoa (WISPA)

Type: Part-time (10 hours per week)

Location: Aotearoa New Zealand (online)

Role Purpose

This role supports the effective functioning of Women in Sport Aotearoa (WISPA) through the coordination of governance processes, board administration, financial administration, and organisational operations. Working closely with the Chair, Deputy Chair, and Board, the role ensures that WISPA operates efficiently, maintains strong governance practices, and delivers on its strategic and operational priorities.

Key Responsibilities

Governance & Board Administration

- Coordinate board meetings, including agenda development, scheduling, and document preparation
- Record and maintain accurate board minutes, ensuring clear tracking of decisions and actions
- Manage and update board action registers to ensure accountability and follow-through
- Maintain governance systems (e.g., BoardPro), ensuring documents, minutes, and records are up to date and accessible

Financial Administration

- Support day-to-day financial administration, including processing invoices, reimbursements, and expense tracking
- Assist with maintaining accurate financial records and documentation
- Support budget tracking and reporting in collaboration with the Board
- Ensure financial processes are transparent and well-documented

Operational Coordination

- Support the delivery of WISPA's operational plan and strategic priorities
- Assist with the coordination of key initiatives and programmes when required
- Manage organisational documentation, templates, and internal processes
- Support communications between board members, stakeholders, and partners

Systems & Process Management

- Improve and streamline operational systems for efficiency and clarity
- Ensure strong documentation practices and version control across organisational materials
- Maintain clear audit trails for decisions, actions, and key documents
- Support the development of scalable systems as the organisation grows

Stakeholder & Member Support

- Assist with member communications and engagement processes
- Support partnerships and relationships with sector stakeholders
- Contribute to the coordination of events, workshops, and initiatives where required

Key Skills & Experience

- Strong organisational and administrative skills with high attention to detail
- Experience supporting governance processes (e.g., board meetings, minutes, action tracking)
- Experience or confidence with basic financial administration (e.g., invoices, reimbursements, budget tracking)
- Familiarity with governance platforms (e.g., BoardPro) or similar systems
- Ability to manage multiple priorities and work across strategic and operational tasks
- Strong written communication skills
- Interest in sport, governance, and gender equity in Aotearoa.

Impact of the Role

This role is critical to ensuring WISPA operates as a high-functioning, professional organisation. By strengthening governance systems, financial processes, and operational delivery, the role enables the Board to focus on strategic leadership and sector impact.