



AEW Programme Administrator

Position Description

Location

Wellington (primarily remote, with some on-site presence during Holiday Programmes as needed)

Purpose of the Role

At AEW, our programmes focus on support, inclusion, and safety. We take a neuro-affirming approach, recognising and respecting neurodiversity and supporting autistic children and young people in ways that value who they are. Differences in communication, behaviour, and sensory needs are understood as part of natural human diversity.

The Programme Administrator supports the coordination and organisation of AEW's Holiday Programme.

The role focuses on communication, administration, and record-keeping across each programme cycle. It helps ensure the programme runs smoothly and that key information and documentation are accurate, complete, and well organised.

This role supports Programme Supervisors, the AEW Executive Committee, and volunteers by taking on the administrative work that sits around programme delivery.

Key responsibilities

The role follows the Holiday Programme cycle, with work before, during, and after each programme.

Before the programme (planning and enrolments)

- Coordinate venue bookings and external activities (e.g. outings)
- Prepare and send communications to families (via MailerLite and email)
- Maintain and update contact lists
- Respond to family queries and support enrolments
- Track enrolment numbers and keep Programme Supervisor/s informed
- Send reminder communications

Lock-in (final preparation)

- Confirm final attendance numbers with Programme Supervisor/s, Treasurer, and Chair

- Update programme information (e.g. website content)
- Ensure Programme Supervisor/s have up-to-date templates and information
- Support coordination between families and Programme Supervisor/s

During the programme (light coordination)

- Collect and check programme documentation (e.g. attendance, RAMS, incident records)
- Ensure required forms are completed
- Collect receipts and programme-related expenses for submission
- Support any minor coordination needs

After the programme (close-out and compliance)

- Scan and file all programme documentation securely (Google Drive)
- Ensure all required programme documentation is completed and collected from Programme Supervisors and digitally stored in the AEW google drive. This includes, but is not limited to:
 - RAMS and safety plans
 - attendance and sign-in records
 - incident, accident, and near-miss reports
 - consent and emergency information
 - staff briefings, and meeting records
- Support completion of programme wrap-up reports from the Programme Supervisors if required
- Prepare a short summary for Chair/Trustees (using templates)
- Check all compliance requirements are complete and follow up where needed. This includes collecting and digitising

Ongoing (between programmes)

- Maintain contact lists and communication systems
- Support improvements to templates and processes
- Assist with ongoing digitisation of records
- Help prepare for upcoming programme cycles
- Support continuous improvement by providing constructive feedback to AEW management and the Executive Committee.

Communication and coordination

- Maintain clear, calm, and professional communication with families and Programme Supervisor/s
- Liaise with AEW management before, during, and after each programme as required
- Support coordination between families and Programme Supervisor/s
- Model respectful, professional behaviour and contribute to a positive team culture
- Seek clarification where information or requirements are unclear

Preparation and compliance

- Support programme setup by coordinating key administrative tasks ahead of delivery
- Ensure required documentation is prepared, collected, and complete (e.g. attendance, RAMS, incident records)
- Support tracking of staff Police Vetting and required documentation (note: responsibility remains with Programme Supervisor/s management)
- Ensure all programme documentation is organised and provided to AEW management following each programme
- Support consistent record-keeping aligned with OSCAR and AEW requirements

Reporting and working relationships

- **Reports to:** AEW Executive Committee (Chair), or other designated AEW Manager
- **Works alongside:** Holiday Programme Supervisors, other AEW staff and volunteers as required

The Programme Administrator works alongside Programme Supervisor, who retain responsibility for programme delivery, staffing, and decision-making.

Person specification

Essential

- Strong organisation and attention to detail
- Clear and respectful communication style
- Confident using basic digital tools (e.g. email platforms, Google Drive)
- Practical and reliable, with the ability to follow through on tasks
- Comfortable working independently while staying connected to a team
- Willing and able to complete Police Vetting

Desirable

- Experience in administration, coordination, or community-based programmes
- Familiarity with record-keeping, compliance, or programme documentation
- Experience supporting or working alongside neurodiverse communities.

Health, safety, and safeguarding

- Commitment to maintaining a safe environment for children, staff, and families
- Understanding of safeguarding responsibilities
- Willingness to raise and escalate concerns in line with AEW policies
- Compliance with AEW's Health & Safety, Child Protection, and record-keeping requirements.

Last updated: March 2026