

Executive Assistant/Administrator

Job Description

Position Title: Executive Assistant/Administrator
Reports to: Chief Executive Officer
Date: January 2011

1. Position Overview

Provide a high level of executive support to the CEO and the senior team, in the areas of administration, human resources, advertising, event management, and the coordination of volunteers.

Provide a pivotal point of contact for key stakeholders including the Board.

The position has a high level of independence requiring the use of initiative.

2. Goals and Objectives

Respond to requirements of the position in a confidential, professional, efficient and effective manner, consistent with the overall philosophy, vision and values of The Gawler Foundation

3. Key Responsibilities

(a) Administrative Support

- Provide administrative support to the CEO as required.
- Maintain current filing systems.
- Prepare and distribute all relevant correspondence including minutes, agendas and other documents to the Board as required.
- Collect all reports and information required by the CEO for the preparation of Board reports.
- Take a leading role in the preparation and distribution of all documentation for the AGM.
- Attend the AGM, take and prepare the minutes (if required).
- Prepare the staff meeting agenda and coordinate the submission of written reports from relevant staff for the monthly meetings.
- Produce a weekly staff bulletin 'The Real Juice'.
- Ensure timely advertising in Leader Newspapers of all non-residential programs.
- Other tasks as may be required and directed by the CEO.

(b) Human Resources

- Take responsibility for all aspects of the recruitment function, including advertising, job descriptions, applications, interview panel, selection, correspondence and the induction process.
- Organise a TGF name badge and induction pack for all new staff.

- Take responsibility for the recruitment and coordination of volunteers, and placement in their work area of choice through liaison with relevant supervisors.
- Organise a 'thank you' function during National Volunteers Week (May).
- Maintain a good relationship with volunteers through phone contact as required and 2-3 letters a year, providing a TGF update and dates of forthcoming volunteer opportunities.

(c) **OH&S**

- Keep abreast of current OH&S legislation.
- Ensure TGF maintains a safe environment for all staff, volunteers, program participants and visitors at all times.
- Liaise with the Staff OH&S Representative (Jodi Dyball) and Maintenance Department on a periodic basis to ensure a safe work environment for staff.
- Ensure new & current staff and volunteers adhere to safe work practices.
- Keep a file of all Incident Reports.
- Report on OH&S matters at staff meetings.

(d) **Event co-ordination and liaison (as required)**

- Work in co-operation with other staff and co-ordinate events such as Open Days, TGF Christmas Celebrations, Meditation Days etc.
- Liaise with other departments re advertising, staffing, etc.
- Liaise with the Media Department in relation to publicity.
- Ensure venues are booked, and set-up requirements/needs are met.

4. **Qualifications, Experience and Knowledge**

- Tertiary qualifications in Business, HR/OH&S highly desirable.
- Significant experience in the provision of high level, confidential and administrative support at senior level.
- Experience in recruitment and OH&S.
- Excellent communication and interpersonal skills including the ability to communicate effectively and tactfully to obtain co-operation from stakeholders.
- Ability to research issues and prepare relevant documentation.
- Proven ability to work pro actively, with minimal guidance, prioritise workloads, and a commitment to improving work practices.
- Demonstrated high level computer and software skills including Microsoft Office Suite (Excel, Word, PowerPoint) as well as electronic mail and diary systems.
- Ability to influence decision making in areas of concern.
- Current Victorian drivers licence.

5. **Terms and Conditions**

- The position is located at the Yarra Valley Living Centre in Yarra Junction (about 70km north east of Melbourne city) however, occasional days at our Hawthorn Centre may be negotiated/required.
- Participation in a 10-day live-in cancer support program within the first six months in order to get to know the philosophies and services offered by The Foundation firsthand is offered to the successful candidate.

- Salary will be linked to qualifications and experience within a framework of the Not for Profit Sector. The benefits of packaging are available to the successful candidate.
- This is a part time (4 days per week) position, 9.00am to 5.00pm. Some flexibility is required regarding after hours of work
- 9% employer superannuation contribution
- 4 weeks annual leave pro rata (annual closure b/w Christmas and New Year)
- 10 days sick leave which includes carers leave pro rata
- Three month probation period
- Morning tea may be provided when residential programs are being conducted.
- Lunch is provided during residential programs with 25 or more participants.
- No fees payable for attendance at workshops/lectures offered by The Foundation
- Attractive discounts on items purchased from our Resource Centre
- All staff are expected to comply with The Gawler Foundation principles during work hours and/or whilst on The Gawler Foundation premises--no smoking and vegetarian dairy-free food

General

The Gawler Foundation Inc is a non-profit, non denominational, registered association incorporated in Victoria. It has tax deductible and charitable status, and is run by a voluntary Board of Directors. Currently, The Foundation has about 45 full time, part time, casual and contract staff. Its non-residential centre is located in Hawthorn.

Applications

Please send your application to Karin@gawler.org

Applications close Friday 2nd December 2011