

GREENPEACE Australia Pacific

JOB DESCRIPTION

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|------------------------|------------------------------|
| Role: | Team Assistant |
| Department: | Program |
| Salary: | \$57,224.35 + Superannuation |
| Responsible to: | Program Director |
| Direct Reports: | Nil |
| Status: | Permanent, Full-time |

Overall purpose of the role

To provide administrative, organisational and operational support to the Program Director and the Program team.

Organisation Environment - Greenpeace Mission

Greenpeace is an independent campaigning organisation which uses non-violent, creative confrontation to expose global environmental problems and to force the solutions which are essential to a green and peaceful future.

Greenpeace's goal is to ensure the ability of the earth to nurture life in all its diversity.

Greenpeace drives change by creating and sharing content to inspire and support masses of people to act to win a healthy planet.

Main responsibilities

1. Administration

- Assist the Program Director with tracking projects and reports from the Program Department
- Maintain the Program Department project schedule
- Assist in the running of core departmental meetings, including collation of agenda items, documentation of minutes and actions as well as distribution of materials
- Develop and maintain a program management system including filing of papers
- Create, maintain and update a Program Department contact database
- Manage travel & accounts for the Program Director and Program staff as required
- Monitor the Program Department budget and provide support to the Program staff
- Keep track of whereabouts of Program staff

- Process credit card reconciliations, expense claims and invoices for the Program Director
- Propose improvements to administrative processes
- Prepare reports as required
- Assist with research projects
- Other duties as requested

2. Communication

- Assist the Program Director to write or commission accounts or brief papers for internal and external audience about Greenpeace Australia Pacific's program by reading, summarising and drafting responses.
- Promote knowledge-sharing within Greenpeace Australia Pacific.
- Follow up on reactions from the public on campaigns with public involvement.

Competencies

Organisational competencies

- Professionalism and commitment, in particular accurate minutes, organising and scheduling
- Achievement, in particular towards measurable objectives both individually and for Greenpeace
- Interpersonal relationship skills, in particular building constructive and long-term relationships with both internal and external parties
- Knowledge-sharing
- Values diversity, in particular having a global mindset and cultural awareness
- Innovation, in particular considering the 'cutting-edge' core value of Greenpeace.

Functional competencies

- Problem-solving skills, and the ability to create clear, simple solutions.

Technical competencies

- Excellent written communication and interpersonal skills
- Proficiency in Windows, Word, Excel & E-mail systems
- Fast and accurate typing skills (70 words a minute)
- Experience in being able to research to a brief for different purposes and excellent researching and analysis skills
- Presentation and reporting skills.

Method-related competencies

- Time management skills, in particular the ability to plan, organise and maintain tight deadlines.

Social competencies

- Communication and liaison skills
- Interpersonal and intercultural competencies

- Ability to work under pressure
- Being a team player.

Leadership competencies

- Ability to work autonomously without supervision.

Attitude

- Identification with Greenpeace goals and belief in Greenpeace values.

Specific work environment

- Based in Greenpeace Australia Pacific offices in Sydney.