



everyone's family

## POSITION DESCRIPTION

General Information:	
Position Title:	Office Coordinator – P/T
Incumbent:	N/A
Function & Team/Program:	State and Territory Operations
Location(s):	Darwin
Manager's Position Title:	Regional Programs Manager
Manager's Name:	Meredith Saunders
Date Prepared:	Version date: 24/04/2018
Prepared By:	Regional Programs Manager
Approved By:	General Manager

Primary Purpose of this Position <i>(In one sentence - why does the role exist?)</i>
<p>Responsible for coordinating and supporting the activities of the Northern Territory office:</p> <ul style="list-style-type: none"> <li>• assisting with preparation and monitoring of the NT Budget</li> <li>• corporate support and coordination to ensure smooth running of the NT office</li> <li>• collection and compiling of data</li> <li>• assisting Program Coordinators as required</li> <li>• assisting in the coordination of events</li> </ul>

Scope: As required	
Direct Reports to this Position <small>By Position Title</small>	Indirect Reports <small>Total Number</small>
None	TSF supported staff and volunteers at partner schools
Financial Dimensions controlled by this Position <i>(Include key financial metrics such as revenue growth, income &amp; expense budget, etc)</i>	
Direct control	Indirect control
Nil	General Services and School Programs Budgets
Other Dimensions of this Position	
e.g. Number of programs, site responsibility, geographic spread of team	

As a member of the NT team: The Office Coordinator with direction from a Senior Program Coordinator will be responsible for assisting Program Coordinators in the delivery of selected program in schools as well as coordination of corporate services to support NT staff and the operation of TSF in the NT.

**Setting Priorities** *(how is work prioritised)*

How often does employee prioritise their own work? Eg. Daily, weekly, monthly, annually, other	Weekly
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other	N/A

**Key Relationships** *(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)*

<b>Internal</b>	<ul style="list-style-type: none"> <li>• General Manager SA/NT</li> <li>• Regional Programs Manager</li> <li>• Senior Program Coordinator</li> <li>• Northern Territory team members</li> <li>• Business Information Services (BIS) Team</li> <li>• Volunteers</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Learning for Life Families</li> <li>• Principals and key staff at Partner Schools</li> <li>• Community agencies</li> <li>• External providers / contractors</li> </ul>

**Key Decision Making in this Role:** *(What are the key decisions and recommendations made in this role?)*

<p>Decisions Expected</p> <ul style="list-style-type: none"> <li>• Spending priorities associated with school partnerships</li> <li>• Day to day operational support and general office duties in the Darwin office</li> </ul>
<p>Recommendations Expected</p> <ul style="list-style-type: none"> <li>• Priorities concerning operational matters in the Darwin office</li> </ul>

**Key Responsibilities / Accountabilities:**

<b>Major Area: Office Coordination</b>	<b>% of Job: 80%</b>
<ul style="list-style-type: none"> <li>• Assist in the preparation of budgets and regular review</li> <li>• Accounts processing and data entry in accordance with TSF audit requirements.</li> <li>• Procurement (office supplies).</li> <li>• Maintenance of a safe working environment – adherence to OH&amp;S policy and procedures.</li> <li>• Manage contract services such as cleaning, waste removal contacts.</li> <li>• Collect and maintain accurate data</li> </ul>	
<b>Major Area: Support for Program Coordinators</b>	<b>% of Job: 20%</b>
<ul style="list-style-type: none"> <li>• Assist the delivery and administration of appropriate programs either place-based or from the Learning for Life suite in partner schools</li> </ul>	

<ul style="list-style-type: none"> <li>• Collation of data and data entry of LfL scholarships and program targets</li> </ul>
<ul style="list-style-type: none"> <li>• Assist in event management and logistics around NT Office events and activities</li> </ul>
<ul style="list-style-type: none"> <li>• Liaise with schools and other partners around programs where required</li> </ul>

<p><b>Key Challenges in Achieving Goal(s):</b> <i>(What are the key challenges faced by this role in meeting goals/objectives)</i></p>
<ul style="list-style-type: none"> <li>• Working collaboratively as a member of the Northern Territory team</li> <li>• Provision of timely budget information</li> <li>• Maintaining accurate data collection</li> <li>• Maintaining school and community partnerships</li> </ul>

<p><b>Qualifications, Experience and Competencies:</b> <i>(What background, knowledge, experience or competencies are required to perform the role at the expected level?)</i></p>		
<p><b>Education / Qualifications / Memberships:</b></p>	<p><b>Essential</b></p>	<p><b>Desirable</b></p>
		<p>Relevant tertiary qualifications or equivalent experience</p>
<p><b>Experience:</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in administration including finance and budgeting</li> <li>• Demonstrated experience in planning and coordinating events</li> <li>• Proven experience in establishing and maintaining relevant partnerships</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Understanding of the education sector</li> <li>• Demonstrated experience in working with disadvantaged / marginalised groups and communities</li> </ul>
	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• Effective communication skills</li> <li>• Excellent organisational administrative skills (including computer literacy and time management)</li> <li>• Capability to manage and plan own work to achieve identified goals within time constraints</li> <li>• Holds a current driver's licence</li> <li>• NT Ochre (working with children) Card</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Prior exposure to event planning</li> </ul>
<p><b>Competencies:</b></p>		