

Job Description

Program Administrator

Department	Program
Reports to	Program Director
Direct Reports	Nil - <i>works closely with contractors, interns and volunteers</i>
Grade	Grade 8
Status	Permanent, Full-time
Location	Greenpeace's normal places of business and or employee's home (on request)

Role Purpose

The main purpose of the Program Administrator is to provide administrative, organisational and operational support and assist the Program Director and Campaign Manager.

This role also provides assistance and support to the wider Program Department and wider organisation, enabling Greenpeace Australia Pacific (GPAP) to reach its strategic objectives.

Greenpeace Values	Greenpeace Mindset
Global Mindset	Greenpeace is an independent campaigning organisation, which uses peaceful, creative confrontation to expose global environmental problems, and develop solutions for a green and peaceful future. Our goal is to ensure the ability of the earth to nurture life in all its diversity. That means we want to protect biodiversity in all its forms; prevent pollution and abuse of the earth's ocean, land, air and fresh water; end all nuclear threats, and promote peace, global disarmament and non-violence.
Trust and Respect	
Values People	
Knowledge Sharing	
Goal Orientated	
Cutting Edge	

Key metrics

Administration and Support

Budget Coordination

Communication

Role Responsibilities

Administration and Support

Key Metric	How Success is Measured
<p>Effectively supported the program department and Program director through key administration functions</p>	<ul style="list-style-type: none"> ● 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, catering, documentation of minutes and actions as well as distribution of materials ● Develop and maintain a program management system including filing of documentation ● 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 on project budgets ● Process credit card reconciliations, expense claims and invoices for the Program Director and Program staff as required ● Propose improvements to administrative processes ● Prepare reports as required ● Assist with research projects, brief preparation and data management ● Logistical support for events and volunteers ● Provide support to Program Department ● Diary management for Program Director and Campaign Manager ● Provide cross team or whole of organisation administrative support in times of heightened activity, staff absence or other reason. ● Provide regular and systematic data administrative support including using Salesforce, Salesforce Workbench, spreadsheets or other tooling to update and maintain database records. ● Administration of fleet and maintain warehouse facilities and equipment, arranging contractors as required and liaising with contractors on site ● Attend to and promote Workplace Health and Safety initiative for warehouse ● Other duties as requested.

Communication

Key Metric	How Success is Measured
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<p>Successfully assisted the program director in the production of high impact communications from GPAPs</p>	<ul style="list-style-type: none"> Assist the Program Director and Campaign Manager to write or commission accounts or brief papers for internal and external audience about GPAP'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.
<p>Compliance with Framework Conditions</p>	
<p>Key Metric</p>	<p>How Success is Measured</p>
<p>Was compliant with Greenpeace policies and did not bring Greenpeace into disrepute</p>	<ul style="list-style-type: none"> Abide by Greenpeace Australia Pacific Code of Conduct and Integrity policies. Ensure that your personal or campaign activities will not bring Greenpeace into disrepute (in case of doubt you will be expected to discuss the issues with the Program Director).

Role Requirements

Knowledge

- Foundation level of knowledge of budgets and finance principles
- Logistics and travel booking
- Administration support

Skills

- Intermediate project management
- Proficiency in Powerpoint, Google Suite & E-mail Systems
- Fast and accurate typing skills (70 words a minute)
- Intermediate presentation, and reporting skills
- Intermediate researching and analysis skills
- Slack and Trello
- CRM database (ProActis – invoicing software, Autopilot)

Experience

- At least one (1) years' experience in a similar or related role
- At least one (1) years' experience in an administration position
- At least one (1) years experience managing a budget in a professional setting
- Experience in being able to research a brief for different purposes.
- Work experience at another NGO (desirable)
- Administration education background.

<p>Employee Commitment</p>	
<p>Signature:</p>	<p>Date:</p>