
POSITION DESCRIPTION

Position title:	Administration and Events Coordinator
Reports to:	Territory Manager
Direct Reports:	0
Location:	Darwin
Status:	Fixed Term contract for 12 months (with likelihood of extension pending funding continuation)
Hours:	Part-time, 22.8 hours per week

Organisation overview:

National Disability Services (NDS) is Australia's peak body for non-government disability service organisations, representing over 1180 non-government service providers. Collectively, NDS members operate several thousand services for Australians with all types of disability.

NDS promotes the full inclusion of people with disability and this commitment is outlined in our Disability Action Plan (DAP).

NDS is committed to fostering an inclusive and values driven work environment respecting the diversity of our employees, and the members and communities we serve.

Background:

This position provides high-level administrative support to the NDS NT office and the coordination of events and forums. The position will also provide secretariat support the NDS NT State Committee.

Position Purpose:

It is expected that the position holder is aligned to, and demonstrates NDS' values of **respect, teamwork and collaboration, leadership, innovation and accountability** at all times.

Accountabilities (examples below – good to include last one regardless of role)	Key Performance Indicators (what does success look like/how will performance be assessed) [examples below]
<ul style="list-style-type: none"> Provide high-level administrative support to NDS NT senior managers. 	<ul style="list-style-type: none"> Provide secretariat and support duties associated with the NDS NT State Committee and visiting NDS senior staff members. Assume responsibility for the NDS NT office during periods when NDS NT senior managers are working off site
Develop, Coordinate and Manage NDS in the NT Events	<ul style="list-style-type: none"> Lead the coordination of NDS NT events and forums including the annual Northern Territory Disability Services Awards including monitoring event budget, timeline and venue contract to ensure costs and parameters are met. Manage the online registration process of events and forums and answering any delegate registration queries. Coordinate the NDS NT conference room including taking bookings, arranging invoicing, liaison with clients and arrangement of room and facilities
Membership engagement and supports	<ul style="list-style-type: none"> Assist with the development of information to NDS members and Northern Territory disability service providers including compilation of regular news updates, information emails and provision of information for updating the NDS website. Assist with existing and new member enquires
Undertake ad hoc duties arising	<ul style="list-style-type: none"> Demonstrates a can do, flexible approach to support business requirements

Key attributes

1. Demonstrated high-level writing, organisational and general administrative skills with the ability to deliver on tasks within agreed timeframes;
2. Demonstrated high-level knowledge and skills in the domain of computer technology, including the use of Microsoft Office applications and communication hardware;
3. Experience in a previous Event Assistant or Event Coordinator role desirable;
4. Well-developed interpersonal and communication skills including the ability to engage effectively and courteously with a range of stakeholders;
5. Demonstrated task and time management skills with the ability to organise and complete multiple activities within established timeframes;
6. Proven ability to work autonomously and manage a small office environment;
7. Computer literacy, including Microsoft Office Suite; and
8. Independent travel capability.

Interested applicants should send a cover letter relating their experience to each of the Key Attributes, together with their resume, to:

Priya Subrahmanyam

Human Resources Manager for NDS

Ph: (02) 9256 3104

Fax: (02) 9256 3123

recruitment@nds.org.au

For any local enquiries, please contact :

Susan Burns

Northern Territory Manager for NDS

Ph; 0455097338

Email; susan.burns@nds.org.au

Closing date: 6th November 2020

NDS is an equal opportunity employer and encourages applications from people with disability.