

# Executive Assistant & Office Manager

## PURPOSE OF THE POSITION

As the Executive Assistant & Office Administrator you are responsible for improving organisational leadership and management by providing effective administrative assistance to the ChildFund Australia Chief Executive Officer (CEO) and Executive Team (ET) and improving the efficiency of ChildFund Australia's Sydney office by coordinating and managing office functions.

### KEY DUTIES

- Support the CEO with administrative topics, e.g. calendar, communication and correspondence with colleagues and external stakeholders
- Make travel arrangements and detailed travel itineraries for CEO and ET
- Produce reports for the CEO i.e. memoranda, presentations, brief reports
- Reconcile CEO expenses monthly and prepare annual budget and budget re-forecast for CEO and office for approval by the CEO
- Organise relevant internal and external meetings, e.g. with Board, ET, COLT and Sydney staff, book meeting rooms and catering (where required), collate and distribute papers and agenda, and record minutes
- Organise business functions, staff workshops/ conferences and other special meetings as directed by the CEO and ET, incl. Alliance meetings when hosted by ChildFund Australia
- Support Board Directors with information, as well as with CFA-related travel and appointments
- Update the Director's Handbook and manage the Board online portal
- Liaise with People&Culture team when a new Board Director is recruited to ensure all paperwork is completed and added to BambooHR
- Liaise with CO staff when visiting Sydney, and organise accommodation and other arrangements as necessary
- in charge of office management, i.e. manage building services and office maintenance; liaise with Building Management to resolve any issues and manage contractors as required
- Maintain office supplies, stationery and amenities
- Ensure office presentation is welcoming and professional, incl. meeting rooms and manage kitchen and storage areas
- Liaise with landlord on level 9 for maintenance issues
- Purchase, program and distribute entry door fobs.

### QUALIFICATIONS & EXPERIENCE

- Solid experience in a similar position
- Proven work experience that requires excellent organisational skills, negotiation skills and attention to detail
- Experience managing office filing systems
- Experience liaising at an executive level with external stakeholders
- Proven work experience that requires self-motivation, work autonomously, meet deadlines and work under pressure
- Experience in event management
- Proficiency in use of standard software applications.

### DESIRABLE

- Experience in the International Development/ NGO sector.

*Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

### SKILLS

Excellent organisational and multi-tasking skills with the ability to coordinate a varied range of activities and relationships

Remains calm and effective under pressure and meet deadlines

Excellent stakeholder manager, meeting diverse expectations and requirement

Able to work with people from different background and culture

Excellent attention to detail

Flexible and responsive

### CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –  
Respect, Integrity, Collaboration, Change,  
Empowerment & Excellence

**Department:** Corporate Services

**Location:** ChildFund Australia, L9, 162 Goulburn St, Surry Hills NSW 2010

**Employment:** Full-time, 1-year fixed term contract

**Reports to:** CEO

**Other Information:** Must have working rights in Australia.

**Please apply at:** <https://www.childfund.org.au/work-with-us/>





## ORGANISATIONAL CONTEXT

**ChildFund Australia** is an independent international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights. We want every child to be able to say: "I am safe. I am educated. I am heard. I have a future."

ChildFund Australia directly manages and implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists 13 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer's leave, paid parental leave, long service leave and bereavement leave.

### Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

### Salary Packaging

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

### Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

**OUR VISION:** A world without poverty where all children and young people can say: "I am safe. I am educated, I contribute. I have a future."

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund Australia  
you will be  
contributing to every  
child being able to  
play, learn, and grow.**