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| <b>Position Title:</b> | <b>Administration and Communications Officer</b>   |
| <b>Hours:</b>          | 18 hours per week  |
| <b>Location:</b>       | The <b>enliven</b> office is located at 4/31 Robinson St, Dandenong cnr of Hutton St. with entry from Hutton St. |
| <b>Duration:</b>       | to 30 June 2022  |
| <b>Salary:</b>         | Level 4, pay point 1   |
| <b>Responsible To:</b> | <b>Executive Director</b>  |
| <b>Reporting To:</b>   | <b>Executive Director</b>  |

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## 1. Introduction

**enliven** is an incorporated body and ACNC registered Health Promoting Charity aimed at promoting the prevention and control of disease in human beings.

It does this by:

- enabling partnerships of health and social service organisations to be more effective in preventing and controlling diseases in human beings
- improving the social determinants of health on a population wide basis in order to prevent and control diseases in human beings
- increasing the ability of carers, families and communities to prevent and control diseases in human beings
- identifying, preventing and controlling newly arising issues in our community that contribute to diseases in human beings

**enliven** receives funding from a variety of sources to resource the delivery of services and activities in line with its purposes and key goals (this may include Department of Health, Department of Family, Fairness and Housing, other Government, Philanthropic, contractual and member's funds).

## Position Objectives

- To provide general administrative support to Executive Director and enliven team
- Corporate social media account establishment, posting and management (corporate LinkedIn, Instagram, Facebook, Twitter accounts)
- To assist in the preparation and dissemination of promotional material and information to members and stakeholders, including annual report
- To assist in the coordination of events including stakeholder forums and workshops
- Filing and upkeep of records and stored information both in hard copy and electronic format, including update of enliven website content.
- Updating annual membership and AGM related coordination activities
- General secretariat duties such as coordination of timesheets, tracking of project hours, liaison with bookkeeper/auditor
- To participate in identified enliven projects (providing project admin support)

- To assist in the updating and development of organisational policies and procedures

## **2. Key Responsibilities**

### **2.1 Program Planning & Implementation**

- Support project staff

### **2.2 Policy and Planning**

- Contribute to the development of relevant policy and procedure as part of the staff team

### **2.3 Quality Improvement**

- Assist in the development of the organisation's overall Quality Improvement Plan
- Participate in the development and review of **enliven** policies and procedures as required.

### **2.4 Occupation Health and Safety**

- Follow safe work practices, procedures, instructions and rules
- Perform all duties in a manner, which endures personal health and safety and that of others in the workplace
- Report all hazards or incidents that cause or may cause harm.

### **2.5 General Requirements**

- Provide courteous advice and assistance to clients and visitors of **enliven**
- Maintain effective working relationships with staff and participate in team and organisational activities as required
- Support and value diversity at all levels within the organisation and in all services that we provide by being respectful and appreciating individuals' emotional, intellectual, physical, spiritual and experiential differences and uniqueness
- Understand the budget constraints and where possible suggest strategies for improvement
- Be conversant with computer systems and other technology relevant to the position
- Carry out all other duties as directed consistent with **enliven** Strategic Directions
- Apply a risk management approach to all tasks undertaken at work

## **3.0 Selection Criteria**

### **3.1 Essential**

- Administration, communications, or health / health promotion related tertiary qualification
- Experience in communications role, preferably in not-for profit sector
- Proficient in Microsoft Office, content management systems, and social media platforms
- Experience in, or broad understanding of, the not for profit/community health sector
- Demonstrate initiative, innovation, and willingness to contribute to the development of enliven initiatives and processes
- Strong interpersonal skills with the ability to effectively communicate and

- collaborate with a range of stakeholders
- Excellent written and verbal communication skills

### 3.2 Desirable

- Previous experience in a similar role
- Broad understanding of health promotion principles
- Experience with WordPress website platform

### 4.0 Terms and Conditions

- This position is budgeted for up to 20 hours per week. enliven supports a family friendly work environment and these hours will be managed flexibly and by mutual agreement balancing organisational needs and personal circumstances.
- The successful applicant will be required to undertake a police records and other statutory checks in line with funding requirements. If required, appointment is subject to the outcome of these checks.
- All employees are required to sign and comply with **enliven's** Code of Conduct - Code of Behaviour in the Workplace and Confidentiality and Privacy.
- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve Occupational Health & Safety.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position.
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place three months following commencement of employment.
- This position is offered subject to ongoing funding from the relevant authorities.

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