**Administration Worker**

**SELECTION CRITERIA**

**Essential**

1. Demonstrated feminist analysis of the political and socio-cultural nature of sexual violence and its impact on women, children and the community. Good communication skills for working respectfully with women who have experienced trauma; women from diverse cultures and experiences; sector workers; government authorities and the broader community.

Appropriate written skills for communication, negotiation and interpersonal skills, including the ability to liaise with a wide range of stakeholders and external contractors.

1. Must have extensive skills and experience of Information Technology, including a comprehensive understanding of software packages such as Microsoft Office (Word, Excel, Outlook, Access) / client management systems / telephone systems and the ability to troubleshoot basic IT problems.
2. Demonstrated experience in the administration of small community organisations, including knowledge of Government funding and reporting requirements, office filing, data collection and policy development.
3. Rudimentary knowledge of finance, budgets and accounting systems and ability to communicate financial information and liaise closely with other workers.
4. Demonstrated self-awareness and critical reflection skills, including an analysis of power and privilege.
5. A demonstrated understanding of and commitment to a non-hierarchical, collective management structures and consensus decision making processes, and demonstrated management skills to ensure the effective delivery of BRISSC services.
6. Highly developed time-management and organisational skills, including the ability to determine priorities and meet deadlines in the context of a multifaceted and demanding environment.
7. Must hold a current Positive Notice Blue Card.
8. Current ‘C’ class driver’s license and capacity to drive in the greater Brisbane region.