

Administration & Communications Coordinator, Trawalla Foundation

Location: Melbourne

FTE: 0.5 (can be spread flexibly across week)

About the organisation

Trawalla Foundation: The Trawalla Foundation is the private family foundation for Carol and Alan Schwartz and their children, and is led by Sarah Buckley. In November 2020 Carol was recognised with the nation's highest philanthropic honour, the 'Leading Philanthropist' Award by Philanthropy Australia.

The Trawalla Foundation works with exceptional individuals and organisations that have a vision for the future of Australia, focused on strengthening gender equality, creativity, sustainability and social justice within our society. A belief in the value of more female leaders, especially in business, media and politics underpins our work. We adopt a range of levers including grants, investments, skills, networks and advocacy, to deepen the impact of the individuals and organisations that we collaborate with.

Women's Leadership Institute Australia: The Women's Leadership Institute Australia (WLIA) is a not-for-profit organisation, founded by Carol Schwartz AO and in 2021 celebrated its ten-year anniversary. WLIA is the research and advocacy arm of the Trawalla Foundation, focused on finding the best levers for change to achieve equal voice, equal representation and equal recognition for women in Australia.

We catalyse practical initiatives for change, often in collaboration with strategic partners locally and internationally. Example initiatives include Pathways to Politics Program for Women, Women for Media Database, the Panel Pledge and WLIA Fellowships.

About the role

This newly created role offers an exciting opportunity to join a bold and high impact organisation. Working with a small and committed team, the role will be integral to the efficient and effective operation of the Trawalla Foundation and the Women's Leadership Institute Australia.

Reporting into the Chief Executive Officer of the Trawalla Foundation and providing support to the Gender Equality Programs & Communications Manager, you will be focused on high quality execution of varied administrative and communication related tasks. Your duties will include:

- Executive administration support, such as:
 - Managing the CEO's diary, including internal and external meeting coordination, and travel.
 - Project administration and support, including supporting internal systems and data management in SharePoint and Excel, amongst others.

- Planning functions and events (online and in person)
 - Coordinating and supporting board reporting (agenda, minutes)
 - Following up with external stakeholders about invoices and coordinating with the finance team.
 - Coordinating incoming enquiries for Trawalla Foundation and WLIA
- Supporting the communications and marketing activities of Trawalla Foundation and WLIA:
 - Supporting ongoing digital media, marketing and communications initiatives, including tactical communications support e.g. newsletters, website updates, event invitations, social media content production, etc.
 - Working with the Gender Equality Programs & Communications Manager to create content across print, digital, video, and social.
 - Ongoing management of WLIA and Women for Media databases, including managing newsletter lists and monitoring email accounts.

About you

You thrive in an entrepreneurial and fast-paced environment, you are highly motivated, and willing to learn and adapt as needed.

You have outstanding co-ordination skills, strong attention to detail, and a proven ability to prioritise tasks and deliver quality work to meet deadlines.

You are quick to build strong working relationships with key stakeholders, naturally collaborative, and have an ability to exercise confidentiality with sensitive information.

You are able to work independently within a close team environment. You are able to confidently undertake ongoing administrative requirements, whilst seeking clarification or understanding of tasks where necessary.

You have excellent communication skills, especially in developing clear and compelling written content. You ideally have a working knowledge of some digital marketing and social media platforms, for example Mailchimp, Canva, YouTube, LinkedIn and Twitter. You are a strong communicator who is keen to create engaging content for a wide audience.

You have a passion for philanthropy and social innovation, and are a supporter of gender equality and growing the critical mass of women in leadership.

You will ideally have 2-3 years of experience (which might have been in the corporate, philanthropic or social sectors) or a relevant undergraduate degree.



Trawalla Foundation & WLIA are committed to creating a diverse and inclusive work environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender identity, sexual orientation, disability or age. We strongly encourage people from all cultural backgrounds to apply, including Aboriginal and Torres Strait Islander people.

Trawalla Foundation & WLIA work flexibly with a blend of at home and in office (Melbourne CBD) that can vary week to week.

To apply

Please use this link to apply: <https://wlia.smartygrants.com.au/tfcoordinatorapp>

Appendix: Core team for Trawalla Foundation and WLIA

Carol Schwartz, Chair of Trawalla Foundation and WLIA: Carol Schwartz AO is one of Australia's most dynamic business and community leaders with a diverse career across property, the arts, finance, investment, entrepreneurship, government and health. Carol has been recognised for her leadership via a range of honours including her 2019 appointment as an Officer of the Order of Australia, 2020 Leading Philanthropist Award by Philanthropy Australia, an Honorary Doctorate from Monash University, induction into the Australia Property Hall of Fame, and a Centenary Medal. Carol has chaired and participated in numerous listed and private company boards, and current board roles include the Reserve Bank of Australia, Trawalla Group and Chair of EQT Holdings Limited. Throughout her career Carol has been a passionate advocate for gender equality and women in leadership, and as Chair of the Trawalla Foundation and the Women's Leadership Institute Australia, she has catalysed a range of initiatives to grow the critical mass of women in politics, business and the media.

Sarah Buckley, Chief of Staff for Carol Schwartz AO and Chief Executive Officer Trawalla Foundation: Sarah is a collaborative, strategic and values-driven leader with over sixteen years' business leadership experience in social innovation, ESG integration and responsible investments. Sarah has been a sought-after sustainability consultant to major Australian companies, led PwC's award-winning Corporate Responsibility team, and held senior roles creating innovative businesses including PwC's Indigenous Consulting. Sarah is currently Chief of Staff for Carol Schwartz AO and CEO for the Trawalla Foundation. Sarah works closely with Carol on finding the best levers for change to achieve equal voice, equal representation and equal recognition for women in Australia - especially in business, politics and the media. A broad portfolio that in 2021 included a Victorian Government Inquiry into Economic Equity for Victorian Women chaired by Carol, significantly expanding Trawalla Group's female founder investments and flagship initiatives such as the national Pathways to Politics Program for Women, Women's Leadership Institute Australia Fellows, and the Women for Media research series.

Bella Skelton, Gender Equality Programs & Communications Manager, Trawalla Foundation: Bella is a passionate advocate for gender equality and is driven by the belief that all Australians deserve equal access to opportunities to succeed. Bella is an experienced communicator who came to Trawalla Foundation with extensive experience in the not-for-profit and private sectors, most recently at Chief Executive Women and Social Ventures Australia. Bella works closely with Sarah to support Trawalla Foundation's gender equality initiatives, particularly in our flagship program Pathways to Politics Program for Women, grant making and WLIA Fellows and research. Bella also leads strategic communications development and execution for both Trawalla Foundation and WLIA. She holds a Bachelor of Communications (Social and Political Science) from University of Technology Sydney and is currently completing a Master of Public Policy & Management at University of Melbourne.