

PROGRAMS ASSISTANT - FULL TIME

We need an Admin Hero to join our dedicated programs team!

The Australian Literacy and Numeracy Foundation (ALNF) is a registered national charity dedicated to raising language, literacy and numeracy standards in Australia. ALNF raises funds to develop, implement and sustain a number of ground-breaking programs with tangible results, supporting and up-skilling thousands of adults and children across the nation.

ALNF has a full-time position at our Head Office in Alexandria for an organised and motivated Programs Assistant to join our close knit and dynamic team. This role offers the opportunity to make a real difference in the lives of marginalised Australians.

The Programs Assistant provides valuable assistance across the programs team to support effective and efficient program delivery. Administrative and practical support includes: maintaining student records including the student management system and other program records; updating program evaluation records; internal minutes; arranging travel and the distribution of training resources and reception support.

This position requires exceptional accuracy and organisational skills, great general computing and database skills, strong oral and written communication skills, and the ability to keep track of multiple tasks across a busy workday. See further detail in the Position Description below.

This role involves working with children from time to time and will require a NSW Working with Children Check and a National Police Check.

For more information please contact Programs Manager, Philippa Pryor at philippa.pryor@alnf.org.

For further information on ALNF please visit: www.alnf.org and www.youtube.com/TheALNF

Applications

Please forward your application at your earliest convenience to Programs Manager, Philippa Pryor at philippa.pryor@alnf.org including a current CV, 2 professional referees and a cover letter addressing the selection criteria (no more than 2 pages) with the subject line: Programs Assistant.

Position Description

Position Title: Programs Assistant
Reporting to: Programs Manager
Position Type: Full-time

Key Accountabilities

Programs:

- Liaise with and support Programs team with program specific administration, research, database entry and ad hoc tasks including:
 - Maintain accurate and up to date learner and resource records, including filing systems and VETtrak student management system with course enrolments and awards.
 - Administer training trip processes and bookings as per the scheduled timeframes.
 - Maintain accurate records regarding trainer records, programs equipment and resources distribution.
 - Administer the preparation, ordering and distribution of program resources and forms.
 - Minute programs team meetings
 - Support programs team with calendar management, Zoom bookings and reminders
 - Liaise with ALNF's Registered Training Organisation (RTO) to ensure they receive all required information.
 - Collating, packing and posting of programs related materials
 - Support and advise programs team on IT and administrative issues and liaise with IT support providers.
- Support programs management with correspondence, evaluation and reporting including:
 - Collate information on a range of impact measures including programs outputs, learner outcomes, and children's assessment results
 - Record and summarise assessment results including data entry, summaries and graphs
 - Draft, format and proof-read a variety of written materials
 - Assist in the implementation of new software and processes
 - Other duties as required.

General Office:

- Document preparation, formatting, filing, photocopying, binding and printing
- Monitor and order office stationery and programs related resources, including performing regular stock takes
- General reception duties include answering the phone, welcoming visitors to the ALNF office, managing incoming and outgoing mail and couriers
- Respond to mail and email correspondence and work with ALNF staff to respond to public requests for information.
- Maintain and tidy ALNF office space and shared resources
- Room preparation for meetings and events
- Other duties as required.

SELECTION CRITERIA

Essential

- Computer literacy with database management skills
- Working knowledge of Word, Excel, email and internet browser software
- Excellent accuracy and attention to detail
- Strong organisational skills and ability to multi-task, prioritise and meet deadlines
- Strong oral and written communication skills
- Ability to use initiative as well as identify and contribute to solving problems
- Strong interpersonal skills
- The ability to work as part of a small team
- A positive, can-do attitude
- Commitment to ALNF's mission and values

Desired

- Experience in office and/or HR administration and/or reception
- Experience using the VETtrak Student Management System
- Experience using Canvas Learning Management System
- Experience with Mac computers and software
- A valid NSW Driver's Licence