

Position Description

Administration & Engagement Officer

Classification	<p>SCHADS Level 2 – pay point 4</p> <p>Part time 3 days per week .6 FTE, onsite at bayside location in Altona, Victoria</p>
Reports to	Centre Manager
Purpose	<p>This role is integral to the successful running of the Centre and will ensure that:</p> <ul style="list-style-type: none"> ▪ The Centre is presented in a professional and welcoming manner at all times, and ▪ All operational matters are managed in a manner which delivers timely and efficient support to Centre Manager, stakeholders and the community in general, ▪ Positive relationships with team, stakeholders and community.
Key Selection Criteria	<ul style="list-style-type: none"> • Proven administration experience in not-for-profit organisation • Experience working alongside volunteers and implementing programs • Demonstrated organisational skills to a high level • Excellent verbal and written communication • Experience in reconciling financial transactions • Proficient user of Microsoft 365, including Excel, Teams and Sharepoint
Mandatory requirements	<ul style="list-style-type: none"> • National Police Check • Working With Children Check
Responsibility	Delivery of all operational and management areas as outlined in the Key Duties in accordance with policies and procedures and agreed quality standards.
Accountability	The role is accountable for overseeing and maintaining all areas of reception and administration support in accordance with the agreed quality standards and identified outcomes.

Delegated Authority	Authority to make decisions as delegated by, and in consultation with the Centre Manager.
Physical demands & work environment	<p>The Administration & Engagement Officer may be required to spot clean and tidy areas, move furniture in activity rooms, tidy up outside areas, lift and carry items in or out of the facility or within the Centre and to carry out simple repairs.</p> <p>OH&S guidelines are to be adhered to at all times.</p>
Key Duties	<ol style="list-style-type: none"> 1. General administration – including day-to-day procedures, venue bookings, reconciliation of petty cash, over the counter sales, oversight of admin mailbox, post office, banking, phone calls, compliance records, compilation of bi-monthly board report items, collation and filing documentation and images, outgoing invoices, record-keeping for accountant and manager, maintenance quotations and bookings in consultation with manager. 2. Volunteer engagement – Including recruitment and support of volunteers, record-keeping, identifying key project requirements, budget management. 3. Maintaining the booking system for hire of rooms and facilities. 4. Community engagement, communications – creating flyers, social media posts (Facebook / Instagram), signage around the centre, creating and maintaining mailing lists as directed, collating image library and resource management for campaigns. 5. Programming and event support – sourcing seasonal program ideas, facilitators, materials, and resources, booking catering and organisation of facilities for programs and events.
Terms and Conditions	Part time position .6 FTE, under the Terms and Conditions identified in the Contract of Employment in accordance with the SCHADS Award Level 2.4 and the National Employment Standards. Appointment will initially be for a 12-month period with renewal subject to achieving agreed goals and outcomes and organisational strategic plans and objectives. The position is subject to satisfactory completion of a three-month probationary period