



## POSITION DESCRIPTION

<b>Position:</b>	Administration Officer
<b>Reports To:</b>	Office Manager
<b>Direct Reports:</b>	0
<b>Status:</b>	Permanent Part-time (0.6 EFT 22.8 hours per week)
<b>Classification</b>	SCHADS 3.1
<b>Location:</b>	Office-Based - 4A Collier Street, Woodend Vic 3442

## ORGANISATION BACKGROUND

Youth Live4Life is a registered health promotion charity, responsible for the successful community-grown, evidence-based, rural youth mental health and suicide prevention model, Live4Life.

The Live4Life model has been implemented in 14 rural and regional communities across Victoria, and Tasmania and we are scaling in line with our Business Plan.

Our ground-breaking work has been recognised with several awards and commendations, and Live4Life features in the Royal Commission into Victoria's Mental Health System's final report — as a case study — highlighting innovation in community-led mental health solutions for young people.

Since 2010, Live4Life has reached more than 38,000 young people, helping them to resolve and prevent mental health challenges. If you want to be part of real change, and join a passionate and dedicated team, more information about what we do and the impact we are having can be found at [www.live4life.org.au](http://www.live4life.org.au)

**Core Values:** Inclusion, Integrity, Collaborative and Respectful

### **Our commitment to child safety**

All children and young people who are involved with Youth Live4Life have a right to feel and be safe. The welfare of the young people will always be our first priority and we have a zero-tolerance approach to child abuse and harm. We aim to create a child safe and child-friendly environment where children and young people feel safe while improving their mental health and wellbeing.

Youth Live4Life Ltd  
ABN: 82 511 418 317

4A Collier Street  
Woodend Vic 3442

[live4life.org.au](http://live4life.org.au)  
[admin@live4life.org.au](mailto:admin@live4life.org.au)



## POSITION SUMMARY

The primary purpose of this role is to provide administrative support for the organisation. The role works under the guidance of the Office Manager/Executive Assistant and focuses on governance and organisational support including finances, human resources, contracts, training, projects, events, systems and database administration.

## KEY RELATIONSHIPS

Internal	Effective working relationship required with all Live4Life staff, particularly with the executive team.
External	Live4Life suppliers and customers

## POSITION ACCOUNTABILITIES

The role encompasses a range of accountabilities and responsibilities, including but not limited to:

### XERO

- Maintaining supplier and customer records including adding new vendors
- Raising quotes, purchase orders and invoices for approval
- Processing expenses
- Administering project reports
- Assisting Office Manager and Bookkeeper with month end reporting, year-end reporting and audit

## HUMAN RESOURCES

- Supporting process implementation
- Supporting internal training
- Maintaining staff training register in Salesforce
- Maintaining organisation's asset register in Salesforce
- Scanning, digital filing and archiving
- Supporting Office Manager with internal events and external functions

## ADMINISTRATION AND OFFICE SUPPORT

- Support the organisation's evaluation and monitoring systems by assisting with data entry, maintaining accurate records
- Performing administrative tasks related to data collection, analysis, and reporting
- Contacting stakeholders and scheduling surveys
- Monitoring stock levels and purchasing supplies and merchandise

- Other administrative duties as required including but not limited to postage, and general office administration.

## SALESFORCE

- Assisting with Database updates
- Assisting with reporting
- Assisting with technical support, system updates and staff training

## KEY SELECTION CRITERIA

### Essential

- This role requires exceptional attention to detail and would suit a person with at least five year's office and or business administration experience,
- High proficiency in the use of: Xero (or similar program) and Microsoft Office (in particular Excel and Word) - Salesforce and Google Suite experience are highly desired
- Strong time and task management skills
- Well-developed numeric and written skills
- Demonstrated skills in problem-solving

### Personal Attributes

- Demonstrated ability to follow processes and work independently as well as collaboratively as part of a team.
- Highly organised, detail oriented and outcomes driven
- Strong verbal and interpersonal communication skills, enabling effective engagement with a diverse range of internal and external stakeholders.
- Ability to be self-motivated and use initiative
- Demonstrated self-reflective practices, contributing to continuous improvement and growth.

## CONDITIONS OF EMPLOYMENT

- As part of your role, you will be working directly or indirectly with children and young people. It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations. You will be required to regularly provide the necessary Working with Children Check, police

records and reference checks. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

- Current Victorian driver's license
- Some work and contact outside of normal business hours may be required from time to time.

### REWARDS AND BENEFITS

- Welcoming and supportive environment with passionate, friendly, supportive people committed to working together to assist an organisation that lives its values and principles
- Live4Life provides a diverse range of services that allows professional development and growth:
  - an Employee assistance program
  - access to a work vehicle in some locations and,
  - purchased leave options to support a flexible work environment.

Salary packaging benefits of up to \$15,900 for general living expenses and an additional \$2,650 for entertainment benefits per annum.

### ACKNOWLEDGEMENT

This position description may be reviewed and amended at any time. I understand that this is a non-exhaustive list of my role and responsibilities, and that I will be asked to carry out tasks as required by the needs of the organisation.

I declare that I have read and understood the requirements of this position, discussed any queries or concerns with my manager, and feel that I am able to fulfill the requirements of this position.

Signed:

Date:

\_\_\_\_\_  
(Name, Position)

\_\_\_\_\_  
(Employee)