



FIRST PEOPLES LEADING

POSITION DESCRIPTION

Administration and Logistics Officer

A foundational role in a First Nations–led organisation that is building something that matters.

\$85,000 – \$95,000 + super • Remote / Flexible • First Nations identified

First Peoples Leading (FPL) develops confident, capable and impactful First Nations leaders. Our programs — Ignite, Impact, and Changemakers — are built for First Nations people, by people who understand their experience. The alumni community growing around those programs is as important as the programs themselves.

We need someone who makes the whole operation run — someone who takes pride in things being done well: the finances clean, the logistics seamless, the details right. That is this role.

What this role is about

The Administration and Logistics Officer is FPL’s operational backbone. You coordinate all invoicing and payments through Xero, manage program logistics from enrolment through to delivery, and provide executive support to FPL’s leadership. You also manage participant communications, PRF scholarship administration, workshop bookings across virtual and face-to-face delivery, and FPL merchandise.

When a program runs seamlessly, when a participant’s first experience of FPL is professional and welcoming, when the Board has what it needs, when the finances are current and accurate — that is your work showing.

This is not a back-office role in any ordinary sense. You are the person who makes it possible for everything else to happen.

What you'll do

FINANCIAL ADMINISTRATION

- Coordinate all invoicing and payments through Xero — accounts payable, accounts receivable, and payment processing
- Support grant acquittal processes, payroll, and financial reporting
- Prepare financial data for monthly management accounts and support annual budgeting
- Support ACNC annual reporting and compliance documentation

PROGRAM AND EVENT LOGISTICS

- Manage participant enrolment, attendance tracking, and program communications
- Coordinate all workshop bookings — virtual platforms and face-to-face venues, catering, accommodation, and travel
- Administer PRF scholarship processes including applications, approvals, and acquittals
- Prepare and distribute program materials and participant packs
- Manage FPL merchandise inventory, orders, and distribution
- Support alumni event logistics

EXECUTIVE AND BOARD SUPPORT

- Provide executive support — diary management, correspondence, and briefing materials
- Coordinate Board meeting administration including scheduling, papers, minutes, and action tracking
- Maintain organisational records and governance documentation

Who we're looking for

You are organised, dependable, and comfortable managing multiple workstreams across finance, logistics, and executive support without needing someone to tell you what comes next. You know your way around Xero. You communicate clearly. You hold the detail and see the bigger picture at the same time.

You bring cultural intelligence, and you understand what it means to work in a First Nations–led organisation — the responsibility, the relationships, and the purpose behind the work.

Experience in the not-for-profit sector, event or program logistics, or Board administration would be valued. Most of all, you are the kind of person who makes an organisation stronger just by being in it.

◆ This is a First Nations identified position

Applicants must identify as Aboriginal and/or Torres Strait Islander. Cultural knowledge is integral to the role and to FPL's identity as a First Nations–led organisation.

The details

SALARY \$85,000 – \$95,000 plus 12% superannuation	EMPLOYMENT TYPE Full-time or part-time by negotiation
LOCATION Remote — in Australia. Preference for NSW, Victoria, or SE Queensland.	REPORTS TO Chief Learning Officer
TRAVEL Some travel for face-to-face programs and Board meetings	

A valid Working with Children Check and National Police Check may be required.

How to apply

Send your resume and a short statement (no more than two pages) telling us who you are, what draws you to this role, and what you would bring to FPL.

We don't need you to address each criterion line by line. We want to hear your voice.

Applications to: info@firstpeoplesleading.com.au

For a confidential conversation about the role, contact David Major, Managing Director FPL, at david@firstpeoplesleading.com.au or on 0407 858 404.