



JOB DESCRIPTION

Job Title:	<i>Engagement Administration Officer</i>
Location:	<i>Perth</i>
Position Status:	Fulltime
Team:	<i>Engagement Team</i>
Reports to:	<i>Chief of Engagement</i>

Your Role

In order to fulfil our mission and pursue our vision in accordance with our values, the **Engagement Administration Officer** is required to:

1. Provide high-quality administrative and operational support to the Engagement Team.
2. Provide research, grant and reporting support to assist the development of funding opportunities, projects and organisational initiatives.
3. Coordinate administrative activities that support stakeholder engagement, communications and fundraising initiatives.
4. Provide logistical, secretariat and event coordination support for meetings, workshops, conferences and member events.
5. Maintain stakeholder, member and donor information, ensuring accurate records within the CRM and other organisational systems.
6. Support the development, implementation and continuous improvement of administrative systems, processes and procedures.
7. Assist with project coordination, reporting and documentation to support the successful delivery of Engagement Team projects and initiatives.
8. Participate as a collaborative member of the IDA team, demonstrating IDA's values and "Our Way of Working".

Your Duties

1. Engagement Administration

- Provide day-to-day administrative support to the Chief of Engagement and Engagement Team.
- Prepare correspondence, reports, presentations and meeting papers.
- Manage calendars, meeting invitations and travel arrangements.
- Maintain accurate electronic filing systems.
- Assist with project administration across Engagement activities.
- Coordinate procurement requests and purchase orders where required.



2. Research, Grants, and Reporting Support

- Undertake research to support funding opportunities, stakeholder engagement and strategic initiatives.
- Assist with the preparation of grant applications, funding submissions and supporting documentation.
- Coordinate the collection and collation of information required for reports, proposals and funding acquittals.
- Conduct desktop research to inform projects, partnerships and engagement activities.
- Assist with preparing briefing papers, presentations and background information for the Engagement Team.

3. Stakeholder and Member Support

- Maintaining accurate and up-to-date stakeholder, member and partner information within the CRM and other organisational databases.
- Assisting with stakeholder correspondence, including preparing emails, letters and routine communications.
- Supporting membership administration, including responding to enquiries, processing applications and maintaining membership records.
- Maintaining accurate contact databases to ensure information is current, complete and confidential.
- Coordinating stakeholder mailouts, newsletters and other communications in collaboration with the Engagement team.
- Assisting with the preparation and distribution of membership and stakeholder information, resources and promotional materials.
- Supporting positive relationships with members, partners and stakeholders through timely and professional administrative assistance.

4. Communications Administration

- Assist with coordinating newsletters, publications and promotional material.
- Maintain communications calendars and content schedules.
- Coordinate approvals and distribution of communication material.
- Support website and social media administration where required.
- Maintain image libraries and document registers.

5. Events and Logistics Coordination

- Coordinate the planning and delivery of meetings, workshops, conferences, forums, ranger exchanges and stakeholder events.
- Arrange venues, travel, accommodation, catering and other event logistics.
- Prepare agendas, meeting papers, attendee lists and event materials.

- Liaise with venues, suppliers, presenters and participants to ensure the successful delivery of events.
- Provide secretariat support, including minute taking and action tracking where required.

6. Fundraising Administration

- Supporting the coordination and administration of fundraising campaigns and initiatives.
- Processing donations accurately and maintaining appropriate financial and administrative records.
- Preparing and issuing donor acknowledgements in a timely manner.
- Maintaining accurate and confidential donor and supporter databases.
- Assisting with grant administration, including tracking funding agreements, reporting deadlines and key deliverables.
- Preparing fundraising, grant and donor reports for internal and external stakeholders.
- Supporting sponsorship administration, including maintaining records, coordinating communications and monitoring sponsorship commitments.
- Providing general administrative support to ensure fundraising and grant activities are delivered efficiently and in accordance with organisational procedures.

7. Project Administration

- Maintaining project documentation and electronic records.
- Monitoring project action registers and following up outstanding actions.
- Coordinating project meetings, including scheduling, agendas, minute taking and distribution of meeting papers.
- Assisting with the preparation of reports, presentations and project documentation.
- Supporting project milestone tracking and reporting to ensure key deliverables are met.
- Maintaining accurate project records, filing systems and document control.
- Liaising with internal staff, members and external stakeholders to support project activities.
- Providing general administrative support to ensure projects are delivered efficiently and on schedule.

8. Participate as a member of the IDA team

- Incorporate "IDA - Our Way of Working" into your daily work practices
- Deliver a professional, proactive, accurate, efficient, confidential and member/partner focused service to a wide range of internal and external stakeholders
- Comply with all IDA policies, codes and procedures.
- Adhere to the IDA's workplace health and safety policies and procedures
- Contribute to the IDA's operational planning, review processes and other meetings relevant to IDA and your role as directed



- Participate in performance reviews and professional development
- Other duties as directed by the Chief of Engagement.

SELECTION CRITERIA

Personal Qualities:

- High levels of honesty and integrity.
- The ability to carry out all tasks with professionalism, sensitivity and work calmly under pressure.
- Flexibility.

Essential Qualifications, Skills and Experience:

- Demonstrated experience in administration, project support or executive support.
- Strong organisational skills and the ability to juggle multiple tasks at once.
- Excellent written and verbal communication skills, with the ability to undertake research and contribute to grant applications, funding submissions and organisational reports.
- Experience supporting communications or fundraising activities.
- Professional, reliable and able to handle confidential information appropriately.

Desirable Qualifications, Skills and Experience:

- Experience in a not-for-profit organisation.
- Previous experience working in an Aboriginal or culturally diverse organisation;