

POSITION DESCRIPTION: Office Manager

POSITION SUMMARY

Anglicare Australia seeks to promote a just and caring society. The Anglicare Australia national office supports and coordinates the joint social policy, research, advocacy and network development activities of the diverse Anglicare Australia network.

The Office Manager will be responsible for essential core functions that ensure our small but busy office runs smoothly and effectively. The role provides general administrative support to the national office and staff, and is responsible for physical office management, systems management, and financial administration. Through its support of Anglicare Australia's membership, the position assists with communications and event management relating to the national office and to members.

DUTIES

- Provide general administrative support to the national office team including reception duties, opening and processing of mail, preparation of mail-outs, ordering of supplies, ensuring equipment is maintained, maintaining files, databases and managing the information flow, and general correspondence.
- Provide secretariat and logistical support to national network groups, including the Anglicare Australia Board.
- Support members' involvement including arranging meetings, teleconferences and events; collation and distribution of papers and reports, travel and accommodation arrangements if necessary, and venue and catering as necessary.
- Provide member support coordination, record keeping and communications support for national office projects, in particular the National Conference and AGM, the CEO forum, the Anglicare Australia Awards, and in-house reports and publications.
- Preparation of accounts for payments and reconciliation of company cards, including liaising with external bookkeepers, maintaining financial records, annual audit preparation, reconciling payments, archiving and secure destruction.
- Provide other administrative and communication support as required.

SELECTION CRITERIA

- Demonstrated sound experience in office management administration and establishing work methods and procedures. Project management skills not essential but highly regarded.
- Strong professional interpersonal skills with a proven track record of excellent customer relations management and service and ability to consult with and liaise confidently with a range of people on different levels within government, community-based organisations and other non-government organisations.
- Experience in carrying out Board secretariat functions, correspondence and report writing, and an ability to work effectively with committees.
- Well-developed oral and written communication and able to use contemporary communication channels to share information, engage and interact with diverse audiences.
- Able to report in a concise manner and has good attention to detail.
- Sound organisational abilities, able to set own work outcomes and work to deadlines.

- Able to work under limited supervision and as part of a small team to achieve individual, team and organisational goals.
- Demonstrated experience in the coordination of events and related activities.
- Able to work within established workplace routines, methods, standards and procedures and exercise some initiative in applying work practices and procedures. Must have a 'can do' attitude.
- Proficient with the use of computers and the use of Microsoft Office software, and experience with virtual meeting technology (for example, Zoom and Teams).
- An appreciation of and willingness to work with the values of Anglicare Australia.

CONDITIONS OF EMPLOYMENT

- The position is offered full-time, but part time may be considered for the right candidate.
- The role is based at the Anglicare Australia offices in Canberra.
- The remuneration range is based on the SCHADS Level 3 Award. Anglicare Australia is a Public Benevolent Institution and employees are eligible for FBT allowances.

July 2026

