

POSITION DESCRIPTION

Executive Officer

IDENTIFIED ROLE FOR A PERSON WITH PHYSICAL DISABILITY

Reports to: Chief Executive Officer (CEO)

Hours: 25-38 hours per week, across 5 days

Contract: Initial 12-month contract (in line with NFP grants)

Location: remote with quarterly in person meetings in various locations

About the Role

Established in 1995, Physical Disability Australia (PDA) is a national peak Disability Peoples Organisation (DPO) run by people with physical disability for people with physical disability.

Through our work, we advocate to government, create equal opportunities, promote diversity and inclusion and ensure that our values within the organisation (and our representation of Australians living with physical disability) are reflected, upheld and defended.

We are seeking a highly organised, proactive and adaptable Administration Officer to provide high-level support to our Chief Executive Officer. This is a dynamic and evolving role that sits at the heart of our organisation, offering the successful candidate the opportunity to contribute meaningfully across executive support, governance, grants, and stakeholder engagement.

The Administration Officer will play a key part in ensuring the smooth running of the CEO's office and supporting the broader operational and strategic priorities of the organisation. As the role develops, responsibilities may expand to reflect organisational needs and the strengths of the successful candidate.

Key Responsibilities

Executive Support to the CEO

- Manage the CEO's diary, including scheduling appointments, coordinating travel, and prioritising commitments.
- Act as a first point of contact for the CEO, managing correspondence and communications with professionalism and discretion.
- Prepare briefings, presentations, reports and other documents on behalf of the CEO

Meeting Management

- Coordinate internal and external meetings.
- Prepare agendas, collate papers, distribute materials in advance, and take accurate minutes.
- Track and follow up on action items to ensure timely completion.
- *Policy and Procedure Development*
- Support the development, review and implementation of internal policies and procedures.
- Maintain an up-to-date policy register and ensure organisational compliance with relevant standards.
- Contribute to continuous improvement of operational processes.

Grant Writing and Administration

- Identify suitable grant and funding opportunities aligned with organisational priorities.
- Support the drafting, preparation and submission of high-quality grant applications.
- Manage grant administration, including reporting, acquittals, and tracking funded outcomes.

Stakeholder Engagement

- Provide administrative and coordination support for stakeholder engagement activities.
- Maintain stakeholder records and assist in preparing communications and engagement materials.
- Represent the CEO's office professionally in interactions with partners, members and external parties.

General Administration

- Provide general administrative support across the organisation as required.
- Maintain accurate records, files and databases.
- Assist with event coordination, projects and other duties as they arise.

Selection Criteria

Essential

- Demonstrated experience in an executive support, office management, or similar role.
- Excellent written and verbal communication skills, including minute-taking and report writing.
- Strong organisational and time management skills, with the ability to prioritise competing demands.
- Proven ability to handle confidential information with discretion and professionalism.
- Experience developing policies, procedures or governance documentation.
- Demonstrated grant writing and/or grant administration experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and comfort with digital tools and platforms.
- Ability to work both independently and collaboratively in a small team environment.
- A flexible, adaptable mindset suited to an evolving role.

Desirable

- Experience working in the not-for-profit, community, or member-based sector.
- Knowledge of governance practices and Board support.
- Experience supporting stakeholder engagement or communications activities.
- Southern NSW / ACT based would be an advantage but not essential
- People with physical disability are encouraged to apply
- Social media and marketing skills

What We Offer

- A flexible working week across 5 days, supporting work-life balance.
- A varied and meaningful role with genuine scope to grow and shape.
- The opportunity to work closely with the CEO and contribute to organisational impact.
- A supportive and collaborative team environment.
- Salary sacrifice opportunities.
- A small, nimble organisation and a positive workplace culture.