

Position Title	Executive Assistant to the Executive Manager Programs & Impact
Classification	Women's Health Goulburn North East Enterprise Agreement Level 3
Position Reports to	Executive Manager Programs & Impact
Key Internal Relationships	CEO, Executive Management Team, all staff
Delegations	Financial: as per Delegations Policy; Staffing: nil; Contracts: nil.
Approved By	CEO
Date	17 September 2026

About Women's Health Goulburn North East

For more than 30 years, Women's Health Goulburn North East (WHGNE) has worked to improve women's health, safety and economic wellbeing across the Goulburn Murray and North East Victoria region, including Mitchell Shire. As a feminist health promotion and advocacy organisation, we use evidence to address the systemic inequalities that shape women's lives and outcomes.

Position Objective

The Executive Assistant to the Executive Manager Programs and Impact provides high-level executive, administrative and operational support to the Executive Manager Programs and Impact and contributes to the effective delivery, evaluation, promotion and continuous improvement of WHGNE's programs, projects and initiatives. Frequent in-person commitments as required to fulfil the responsibilities of the role across the region.

The role will:

- Provide proactive executive and administrative support to the Executive Manager Programs and Impact.
- Support planning, implementation, reporting and coordination across WHGNE's programs and projects.
- Assist with monitoring, evaluation, learning and impact measurement activities.
- Support communications, stakeholder engagement and digital marketing activities across the organisation.
- Coordinate meetings, events, workshops, learning activities and project administration.
- Contribute to effective information management, reporting systems and organisational processes.
- Provide leave coverage for the Executive Assistant to the CEO as required.

Key Responsibilities

Key Responsibility 1: Provide high-level executive and administrative support to the Executive Manager Programs and Impact.

- Manage inboxes, calendars, appointments, travel arrangements, meetings and competing priorities.
- Coordinate correspondence, emails, meeting schedules and follow-up actions.
- Prepare agendas, papers, presentations, reports, briefing notes and meeting minutes.
- Maintain effective document management, records management and information systems.
- Coordinate stakeholder meetings, advisory groups, reference groups and partnership activities.
- Support workflow management across the Programs and Impact portfolio.
- Exercise initiative, discretion and confidentiality when handling sensitive information.

Key Responsibility 2: Provide administrative and coordination support across WHGNE programs and projects.

- Coordinate workshops, training sessions, webinars, forums, consultations and events.
- Monitor project timelines, milestones, deliverables and reporting schedules.
- Support program planning, implementation and continuous improvement activities.
- Coordinate project documentation and maintain accurate records of project activities.
- Support funding submissions, progress reports, acquittals and program reporting requirements.
- Liaise with stakeholders, contractors and partners to support project delivery.
- Assist with procurement, invoicing and administrative processes associated with program delivery.

Key Responsibility 3. Contribute to organisational impact and continuous improvement by supporting monitoring, evaluation and learning activities.

- Coordinate participant surveys, stakeholder feedback processes and data collection activities.
- Maintain evaluation databases, records and reporting tools.
- Assist with the analysis, interpretation and presentation of qualitative and quantitative data.
- Support the preparation of evaluation reports, impact stories, dashboards and funding reports.
- Assist with the development of case studies, outcome reports and evidence-based resources.
- Contribute to continuous quality improvement and organisational learning processes.

Key Responsibility 4: Contribute to WHGNE's communication and engagement objectives through the development, coordination, and evaluation of digital and stakeholder communications.

- Develop and schedule content for social media platforms, newsletters and digital communications.
- Coordinate website content updates and online resource publication.
- Prepare promotional materials, event communications and stakeholder updates.
- Maintain accurate stakeholder records and track interactions in WHGNE's customer relationship management tools.
- Develop engaging written and visual content using approved WHGNE branding guidelines.
- Support digital campaigns and communications activities that promote WHGNE programs, services and events.
- Monitor communication performance and assist with engagement and analytics reporting.
- Maintain communication assets, contact databases and digital marketing systems.

Key Responsibility 5: Support organisational capability and culture through effective coordination, collaboration, and administrative support across corporate and program functions.

- Support strategic and operational planning activities across the organisation.
- Contribute to cross-organisational projects and initiatives.
- Provide support to other WHGNE staff during peak workload periods and organisational events.
- Support the preparation of organisational reports, presentations and documentation.
- Undertake other duties as agreed with the Executive Manager Programs and Impact that are consistent with the classification and scope of the role.
- Provide leave coverage for the CEO's Executive Assistant.

Responsibilities Carried Out by All Staff

- Actively promote Women's Health Goulburn North East (WHGNE) and its programs.

- Actively contribute to a positive workplace culture aligned with WHGNE values and principles.
- Actively participate in WHGNE strategic and operational planning processes.
- Proactively contribute to WHGNE's capacity to deliver its goals, support high-performing teams, and foster productive relationships.
- Provide high-quality verbal and written reports, including activity data where required, on progress across all areas of responsibility.
- Perform all duties in accordance with WHGNE policies, procedures, values and industrial agreements.
- Undertake regular travel within the Goulburn Murray and North East Victoria regions, including Mitchell Shire, as required to fulfil the responsibilities of the role.
- Proactively support and be accountable for maintaining a safe work environment.
- Constructively participate in the annual performance review process, including professional development planning and performance feedback.
- Actively contribute to a learning organisation through continuous quality improvement, policy development and review, and accreditation processes.
- Undertake other duties as agreed from time to time.

Expected Professional Attributes and Behaviours of All Staff

- Actively contribute to a positive organisational culture by modelling the WHGNE Code of Conduct and organisational values.
- Communicate openly, honestly and respectfully with colleagues, stakeholders and community partners.
- Demonstrate initiative, adaptability and a solutions-focused approach.
- Take accountability for own work and consider the impact of decisions and actions on others.
- Collaborate openly and contribute to a positive, supportive and high-performing workplace.
- Demonstrate commitment to gender equality, intersectionality and WHGNE's feminist practice.

Employment Requirements of All Staff

- Six-month probation period.
- Satisfactory reference checks.
- Satisfactory nationally coordinated criminal history check (NCCHC) prior to commencement.
- Current Working with Children Check.
- Requirement to work remotely, predominantly from home and designated co-working offices, in accordance with WHGNE policies and procedures.
- Use of WHGNE-issued technology and equipment in accordance with IT policies and procedures.
- Current unrestricted Victorian Driver Licence.

Selection Criteria

Qualifications

1. Relevant qualification in administration, communications, project management, evaluation or a related discipline.
2. Demonstrated experience in executive assistance, program coordination, communications, evaluation or a related role, or an equivalent combination of education, training and experience.

Experience, Skills and Knowledge

1. Demonstrated experience (typically 3-5 years or more) in executive assistance, program administration, project coordination, communications or a similar role.
2. Strong organisational and time-management skills, with the ability to manage multiple priorities, coordinate competing deadlines and maintain attention to detail.
3. Experience supporting programs, projects, events, training activities and stakeholder engagement initiatives.
4. Demonstrated experience supporting monitoring, evaluation, reporting and data management activities, including the collection and collation of information and preparation of reports.
5. Strong written and verbal communication skills, including the ability to prepare reports, correspondence, presentations, digital content and project documentation.
6. High-level proficiency in Microsoft 365 and digital communication platforms, including experience using SharePoint, Canva, social media and website content management systems.
7. Highly developed interpersonal skills, including the ability to work independently, exercise sound judgement and confidentiality, and build effective relationships with a broad range of stakeholders.

Desirable

- Experience in women's health, health promotion, gender equality, prevention or community development sectors, with an understanding of feminist and intersectional approaches to social change.
- Experience supporting engagement or community capacity-building activities, including workshops, events and stakeholder participation.
- Experience using digital communications, website, evaluation, survey or customer relationship management systems to support program delivery, reporting and continuous improvement.