

Position Description

Personal Assistant to the Australian Program Director – Parental Leave

Department:	Australian Program Team	Location	Tearfund's National Office (Blackburn, VIC)
Reports To:	Australian Program Director (APD)	Direct Reports	None
Type:	21 hours per week, could be worked across 3 - 5 days if desired Fixed term 6 months position	Last Updated	Sept 2026

Position Purpose

The Australian Program Director (APD) oversees Tearfund's supporter engagement work in Australia including; fundraising, church engagement, communications, education, marketing and advocacy. The role of the Personal Assistant (PA) to the APD is critical in supporting Tearfund's mission to engage Australian Christians to make biblically shaped responses to poverty and injustice.

The PA supports the APD and manages a portfolio of administrative responsibilities as part of their support for the Australian Program (AP) including supporting the Australian Program Leadership Team (APLT) and wider AP department as directed.

Position Accountabilities

Accountability	Outcome	
Tearfund Mission and Values This position furthers Tearfund's mission by providing administrative support to the APD.	The Australian Program Director is supported by the PA in delivering towards Tearfund's strategic goals	Essential
Australian Program Director		
1. Provide regular administrative support for the APD including managing correspondence, communications, calendars, record keeping and other tasks as assigned. 2. Meet with the APD regularly, maintaining clear communication regarding tasks, goals and priorities. 3. Develop forward planning to prepare draft memos and reports based on upcoming meeting needs (in consultation with APD) 4. Manage communication flow on behalf of the APD from both internal and external stakeholders, helping to triage and prioritise requests. 5. Project managing department reporting and compliance (Board, APLT, ELT, Annual Report and ACFID Code CSA)	1. The APD is supported to prioritise effectively and focus their time and energy on team management and strategic items knowing that their PA is across the details of the day-to-day. 2. A strong working partnership with the APD that includes a good understanding of APD's work schedule and priorities and a proactive workload management of both self and APD 3. Administrative aspects of documentation required by the APD is pre-prepared, enabling completion in a timely and efficient manner 4. Work completed on time and in order of importance. APD diary managed well and travel plans are prepared in a timely manner. 5. Responses are timely and professional, urgent matters are escalated to the appropriate person. 6. Reporting is completed by the various stakeholders in a timely and accurate manner.	55%

Accountability		Outcome
Australian Programs Team		
1. Assist with the preparation and circulation of agendas, reports and other papers required for the AP Leadership Team meetings. 2. Liaise with various stakeholders as directed by the APD, (particularly the APLT) about work tasks, ensuring clear communication and accountability. 3. As advised by APD, support key department activities in the creation of communications and resources. 4. Work with APD and other relevant staff in supporting the administration and delivery of events. 5. Coordinate internal events for the Australian Program Team as requested by the APD.	1. The APD and AP Leadership Team find the required information is accurate, accessible and organised logically 2. Stakeholders are clear on their deliverables and the APD is kept informed of progress. The service is supportive and friendly. 3. Timely, approved assistance is given to teams in the support of department activities and goals. 4. Key events for APD are run strategically and effectively. 5. Logistics for booking travel, accommodation, venues and meals for meetings are organised so that the event runs smoothly. Helping to build team culture and growth.	40%
Organisational Citizenship		
1. Work collaboratively with team members, role model Tearfund's Christian values and be a positive example for both supporters and Tearfund staff. 2. Actively participate in the Christian spiritual life of Tearfund. 3. Support other administrative needs across Tearfund as requested by APD.	1. Tearfund's Christian values are lived out. Stakeholders experience excellence in engagement. Models a 'One Tearfund' approach to work. 2. Lead devotions as part of a roster. Participation in annual Staff Gathering. Provide prayer support as appropriate. 3. Ensure administrative needs of Tearfund are supported as/when determined by APD.	5%

Position Requirements

Must Have	○ Active Christian faith and strong commitment to Tearfund's Christian mission, values and ethos ○ Excellent interpersonal skills with the ability to cooperatively, to negotiate well and to build strong relationships both internally and externally ○ Demonstrated commitment and practice of integrity and confidentiality ○ Highly organised - able to manage multiple tasks and prioritise, and work efficiently to deadlines in a calm and flexible manner ○ Demonstrated ability to work autonomously and employ initiative to help problem solve ○ Pro-active – can demonstrate a track record indicating strong ability to pre-emptively anticipate administrative needs and priorities at a senior professional level, and to schedule with foresight ○ Superb verbal and written communication skills ○ Excellent attention to detail, that is reflected across all levels of administrative work and practice ○ Excellent at managing workflows and keeping others informed of progress
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	○ High-level competence with MS Office products (Word, PowerPoint, Excel), email software, project management software, databases, and Adobe tools
Highly Regarded	○ Relevant qualifications in the fields of business, administration, or similar and experience. ○ Experience / expertise with CRM management and reporting

Working Environment

Tearfund's Code of Conduct and policies set expectations for all of our staff. Everyone at Tearfund is responsible for workplace safety both in terms of their own behaviour and taking action to resolve safety issues they become aware of.

Tearfund is committed to safeguarding children, the prevention of sexual exploitation, abuse and any kind of bullying or harassment. Tearfund uses child-safe recruitment and screening practices and requires staff to complete due diligence checks such as a Working With Children Check and/or National Police Check and to advise Tearfund of any changes to their circumstances in regards to Safeguarding related offences, during the term of their engagement.

The PA to APD will at all times carry out their responsibilities with due regard to Tearfund Australia's Safeguarding Policies and Guidelines.

Tearfund values diversity and each staff member is expected to demonstrate a commitment to gender equality.

Key Position Relationships

Internal

- The PA APD will develop a supportive and professional relationship with the Australian Program Director.
- Australian Program Leadership Team (APLT)
- The PA of the APD will liaise regularly with other Tearfund staff and volunteers providing approachable support as a key contact at the National Office for the Australian Programs Team.

External

- Interaction with other agencies, Tearfund supporters, churches, and the general public.

Tearfund Mission

Tearfund Australia is a Christian development, relief and advocacy organisation responding to global poverty and injustice.

Our vision is for a just and compassionate world in which all people have the opportunity to achieve their God-given potential. We will

- *Inform, challenge and empower Australian Christians to make biblically-shaped responses to poverty and injustice.*
- *Support community-based Christian groups, churches and mission organisations around the world as they work holistically with poor communities in development, relief and advocacy.*
- *Adhere to biblical teaching, and evaluate our work and attitudes in its light.*
- *Maintain a low-cost administration regime in order to maximize the funds allocated to project partners*

Tearfund Values

As a faith-based Christian organization, Tearfund Australia seeks to adhere to biblical teaching and evaluate work and attitudes in its light. Consequently, Tearfund Australia aspires to the following values:

A commitment to the poor	A commitment to participation
A commitment to the whole person	A commitment to excellence
A commitment to justice	A commitment to learn from others
A commitment to prayer	A commitment to collaboration
A commitment to relationships	A commitment to accountability