

POSITION DESCRIPTION

EXECUTIVE ASSISTANT AND OPERATIONS OFFICER

EMPLOYMENT	Fixed-term part-time (12 months), 0.5 FTE (19 hours a week), with a view to extension subject to funding
SALARY	SCHADS Level 4: \$92,286 full-time equivalent (\$46,143 pro rata) plus superannuation and not-for-profit salary packaging
LOCATION	Fully remote, anywhere in Australia
REPORTS TO	Chief Executive Officer
START	As soon as possible

ABOUT AMHF

The Australian Men's Health Forum (AMHF) is the national peak body for the health and wellbeing of boys and men. We bring together the organisations working in men's health and turn sector knowledge into coordinated action and national policy influence.

Our purpose is a healthier, more connected Australia in which boys and men are valued, supported and able to thrive.

AMHF is entering a period of renewal under a new CEO and a 2026–27 strategy focused on national advocacy, member growth and new revenue. We're a lean, fully remote team working with a CEO who moves quickly, so you'll have real responsibility from day one and see your work make a difference fast.

We use AI tools in our everyday work for research, drafting, analysis and admin. This is how a small team like ours gets a lot done, and it frees our people to focus on relationships, judgement and impact. You'll use these tools every day and help us find new ways to use them well.

WORKING WITH US

- **Fully remote:** work entirely remotely from anywhere in Australia, with a suitable home workspace and reliable internet.
- **Your hours, your way:** the role is 19 hours a week and we're open to how you work them. That might be two longer days, three days, or around 3.8 hours a day across five days. Tell us what works best for you.

- **Salary packaging:** not-for-profit salary packaging is available to increase your take-home pay.
- **Travel:** occasional interstate travel for meetings and events.
- **Conditions:** a National Police Check and the right to work in Australia are required.

ROLE PURPOSE

This is a varied, hands-on role at the heart of AMHF, combining executive assistance to the CEO with broader operations support. You'll be the CEO's right hand, keeping everything running, from the CEO's diary and inbox to member enquiries, the CRM, accounts and support for our Board. No two days are the same, and no task is too small.

This role suits someone who is highly organised, takes pride in getting the details right, and enjoys being the person who makes everything work.

KEY RESPONSIBILITIES

EXECUTIVE SUPPORT

- Manage the CEO's diary, inbox and correspondence
- Prepare for meetings, including briefing materials and follow-up actions
- Coordinate travel, meetings and event logistics

BOARD AND GOVERNANCE SUPPORT

- Provide secretariat support to the CEO and Board using BoardPro, including the meeting calendar, agendas, papers and draft minutes for Board and committee meetings
- Maintain the action register and governance registers, including conflicts of interest and responsible persons
- Coordinate AGM logistics and track governance and compliance deadlines, including ACNC reporting

MEMBER SUPPORT

- Respond to member emails and enquiries
- Process new memberships and renewals, and administer auspice arrangements for members
- Keep member and stakeholder records in the CRM accurate and up to date

COMMUNICATIONS

- Schedule and publish social media posts and newsletters from CEO-approved content plans

FINANCE SUPPORT

- Collect and check supplier invoices, and route them for approval
- Gather credit card receipts and explanations for reconciliation
- Liaise with AMHF's finance provider, who processes bills, prepares payment runs and completes reconciliations

SYSTEMS AND INFORMATION MANAGEMENT

- Keep Google Drive organised in line with AMHF's agreed structure
- Manage user accounts, access and digital tools

- Maintain AMHF's policies register, insurance renewals and compliance calendar

SUCCESS IN THE FIRST 12 MONTHS

- The CEO's diary, inbox and follow-ups well managed, with nothing falling through the cracks
- Board papers issued on time for every meeting, with accurate draft minutes and an up-to-date action register
- Member enquiries answered promptly and CRM records accurate
- Supplier invoices and credit card information provided to the finance provider on time each month
- Social media and newsletters published on schedule
- Google Drive well organised and consistently used

KEY RELATIONSHIPS

- **Internal:** CEO, Board and committee members, Strategic Partnerships Manager, Policy and Impact Manager
- **External:** member organisations, finance provider, suppliers and service providers

SELECTION CRITERIA

ESSENTIAL

- Experience as an executive assistant or in a broad operations or office management role
- Excellent organisation and attention to detail, with strong written skills
- Experience supporting a Board or committee, including agendas, papers and minutes
- Experience with member or client administration and CRMs
- Confident using Google Workspace and digital tools
- Discretion with confidential information, and experience working remotely
- Comfortable working at pace in a small team, and confident using AI tools in your work (or keen to learn quickly)

DESIRABLE

- Experience in the not-for-profit or membership sector
- Familiarity with Xero, accounts payable or working with an outsourced finance provider
- Experience scheduling social media content
- Knowledge of ACNC requirements
- Experience using BoardPro or a similar board portal

ENQUIRIES Chloe Jesson, CEO — ceo@amhf.org.au