

Wait Mate Team Administration Officer

Job Description



Item	Detail
Position title	Team Administration, SA
Employer	Wait Mate Foundation Limited
Reports to	Program Lead, SA
Works closely with	School Partnership Coordinator, SA; Relationship and Events Coordinator, SA; Director, SA; CEO; Director of Marketing and Comms
Engagement type	Part-time, 0.8 FTE
Hours	30 hours per week, Monday to Friday (6 hours per day)
Location	Wait Mate SA office, WOTSO, 217 Flinders Street, Adelaide SA 5000
Start date	Monday 11 January 2027
Term	11 January 2027 to 30 June 2028
Remuneration	\$60,000 per annum part-time (0.8 FTE of \$75,000), plus superannuation
Compliance	Working with Children Check and RRHAN-EC training before starting work

Who we are

Wait Mate is a young, not for profit organisation helping parents and carers come together to delay smartphones for their kids. We're backed by a two-year, government-funded project to take our parent sessions into schools right across South Australia.

We're small, fast moving, and we need someone brilliant to keep us on track.

The role

You're the person who keeps the team in line, and you're happy to jump in wherever you're needed. Your week splits three ways.

1. Program team: getting us into schools (most of your role)

- Help the program team connect with schools, from first contact to booked session.
- Help out at parent sessions (some mornings and evenings) and feed back what you see.
- Keep Airtable (CRM) and our records up to date, so reporting is easy.

2. Director, SA: future thinking

- Organise meetings and planning sessions.
- Help pull together the information required for monthly reports for the Director, SA.

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3. CEO and Director of Marketing & Comms: national presentations

- Book and coordinate national presentations and events.
- Sort the logistics: travel, venues, materials and schedules.

And the everyday: inbox, calendars, meeting rooms, receipts and invoices, and keeping templates and contact lists current.

You'll be

- Highly organised.
- Good with tech and quick to learn new tools. Airtable, Notion or similar is a bonus; Google Workspace is a must.
- Calm, proactive and good at keeping people on track (nicely).
- Flexible and up for whatever the week throws at you.
- Comfortable managing work with the local team and online with interstate.
- Into what we do and why we do it.

Why you'll love it

- School hours (Monday to Friday, 9.00am to 3.00pm negotiable).
- A small, supportive team doing work that matters.
- You'll see the difference we make for families.
- Room to grow, with potential for more hours.

The must-haves

- Australian citizenship, permanent residency or valid work rights.
- A valid Working with Children Check.
- RRHAN-EC (Responding to Risks of Harm, Abuse and Neglect – Education and Care) training, including CARL reporting.
- A current driver's licence.

Safety

Look after your own health and safety and that of others, follow Wait Mate's WHS procedures, and report any near misses, hazards or incidents to the Program Lead, SA.