

Regional Administration Officer

- Great work/life balance (school hours)
- Support an amazing team of frontline workers
- Salary Packaging

About YWCA Australia

YWCA Australia is a proud feminist, secular organisation committed to building a future, where all women and girls are equal, safe and respected. Following the national merger, YWCA has recently become one national organisation with over 300 staff across more than 15 locations throughout the country. We run programs and services across Australia, empowering women through leadership, advocacy and the provision of critical community services across Australia's diverse social and geographic landscape.

The Role

YWCA Australia is currently seeking a dedicated **Regional Administration Officer** to join our National Service Delivery team. This role is offered on a permanent part time basis (30 hours per week) and is based in our Goonellabah office.

This role is an integral part of the YWCA Australia's Northern NSW Region team, providing high quality administration of the Goonellabah office, including organisational processes and procedures, financial administration and operation of the facility. Aligning with YWCA Australia's core values, the Regional Administration Officer will provide administrative support to the organisation's service users, programs, events and the Regional Manager.

How to Apply

- Download the full Position Description from www.ywca.org.au/rewarding-careers
- Create a Cover Letter addressing how you meet the Selection Criteria (Qualifications, Experience and Attitude) listed in the Position Description
- Send your Cover Letter and Resume to careers@ywca.org.au , stating the position title in the subject line
- Please note: only candidates addressing the selection criteria will be considered for the position

Applications close: 29 October 2018

This position will require the applicant to satisfactorily complete a national criminal history record check and hold the relevant state based working with children permit prior to employment

Position Description

Job Title	Reporting to	Department	Location
Regional Administration Officer	Regional Manager	National Service Delivery	Goonellabah

The role: This role is an integral part of the YWCA Australia's Northern NSW regional team, providing high quality administration of the Goonellabah office, including organisational processes and procedures, financial administration and operation of the facility in Goonellabah. The Regional Administration Officer will provide administrative support to the organisation's service users, programs, events and the Regional Manager.

YWCA Vision: all women, young women and girls are safe and respected, with equal access to power, opportunity and resources.

YWCA Purpose: to be a strong, unified, national feminist organisation of women, young women and girls, working to achieve gender equality.

It is a requirement that the job holder fully complies with, promotes and lives **YWCA's Core Values:**

Feminism	Inclusion	Excellence	Innovation	Integrity
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Key Responsibilities

Maintain effective and efficient office management systems and processes

- Maintain financial records, such as Accounts Payable and Receivable transactions, journal entries, etc. and assist with some budget monitoring
- Organise and manage a filing system for important and confidential organisational records
- Update regional policies and procedures as required
- Maintain and update Northern NSW's regional databases and archives
- Manage local office calendars for room hire, vehicle and equipment use
- Be the first point of contact for general enquiries

Provide a high level of support for all Northern NSW regional programs

- Prepare, distribute and store correspondence (e.g. correspondence, emails, team meeting minutes and packages)
- Ensure accurate data entry for programs and events
- Answer queries from staff and service users
- Manage program registrations and RSVPs for programs as required
- Manage office stock and supplies
- Staff orientation, induction and associated paperwork
- Provide logistical support and scheduling for internal and external events
- Arrange travel and accommodation for regional team members

Position Description

- Maintain the local communication and database systems
- Coordinate the hiring of Regional Office facilities and external facilities required for program or event use including, bookings, room set up, catering and cleaning
- Ensure general program and reporting administration requirements are met

Manage Northern NSW Regional site risks and compliance

- Responsibility and duties required of WHS representative for Northern NSW's regional sites
- Perform duties as a First Aid attendant
- Perform duties required of the Fire Warden
- Administering of building and vehicle maintenance including liaising with contractors
- Undertake other tasks as assigned by the manager

Qualifications, Experience and Attitude

1. Qualifications and/or demonstrated knowledge and experience in office operations management and support
2. High level understanding of office accounting and financial procedures
3. High level computer literacy including Outlook, word processing, spreadsheets and databased
4. Demonstrated, strong understanding of the nature of community services work and the challenged faced by disadvantaged and Indigenous families and individuals
5. A valid state-based working with children or working with vulnerable people check.

Employee Agreement

Name

Signature

Date