



Position Description

Position Title:	Administration and Operations Assistant
Location:	Alice Springs
Hours:	Full time 38 hours per week
Tenure:	12 month contract
Classification:	SCHCADS Modern Award Level 3 – 4 (Depending on Experience)

Background

Children's Ground is a First Nations organisation. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach, designed by First Nations people. We partner with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

Position Summary

This position will work closely with the Operations Coordinator and Deputy Regional Director Central Australia and be the central point of contact for staff, families and community in our Alice Springs office. The position offers variety, diversity and the opportunity to be involved in general administration duties, operational and office management. You will work with Administration co-workers in Melbourne to ensure admin support is consistent across all Children's Ground locations.

Key Relationships

Directly reports to:	Deputy Regional Director – Central Australia
Key Internal liaison:	Operations Coordinator, Children's Ground Staff and Administrations teams in Melbourne/Shared Office
Key External liaison:	Community and guests to the centre, including government and funding bodies

Key Responsibilities

This role will lead the smooth running of the Central Australian administrative processes for the team including but not limited to:

Administration:

- Coordinate credit card activities & accounts
- Supply materials and office management services
- Organise and support weekly staff and community meetings, including agenda development and minute taking and distribution
- Maintain and support vehicle fleet and equipment maintenance
- Support record keeping
- Provide executive assistance and administration support to the Deputy Regional Director
- Assist to coordinate travel and accommodation
- Provide support for building basic PC skills
- Assist with computer/data management system set up and maintenance
- Oversee storage and management of all office supplies

Contribute to Children's Ground

- Be a positive, innovative and active member of Children's Ground
- Develop and maintain a solid, connected, respectful and supportive relationships
- Undertake other tasks as requested to support the delivery of Children's Ground activities

Work Health and Safety

This role may require working in outdoor conditions, in extreme heat during the summer, sitting, standing, carrying objects up to 15 kg and moving around in outdoor settings, including getting in and out of motor vehicles and remote location work.

Key Selection Criteria

Essential:

- 3-4 years experience in a similar role
- Good with people (and able to work with people in other locations)
- Well organised
- Strong MS Suite – MS365, Outlook, Teams and Sharepoint
- Experience in managing an office – supplies, photocopiers, record keeping
- Able to prioritise and manage time
- Have good attention to detail
- Be motivated and willing to learn
- Current Drivers License
- Willingness to undergo a National Police Check and obtain NT OCHRE Card (Working with Children Check)